

Regular Board Meeting  
June 15, 2023 7:00 p.m.  
Meeting Room B

**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**  
Public Comment 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 with a maximum of thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of May 18, 2023 **(3-5)**
  - b. Minutes of Committee of the Whole Meeting of June 1, 2023 **(6)**
  - c. May 2023 Bills **(7)** and Financial Reports **(8-20)**
6. **Committee Appointments 2023-2024**
  - a. Standing Committees: Finance, Personnel
7. **Executive Director Report (2)**
  - a. May 2023 Library Activity Report **(21-29)**
  - b. Strategic Plan Update **(30)**
8. **Trustee Reports and Comments**
9. **Upcoming Meetings and Events Calendar**
  - a. June 26 – Foundation Board Meeting – Sylvia Haas
  - b. July 6 – Committee of the Whole Meeting – Recommend cancel
  - c. July 20, 7:00 p.m. – Regular Board Meeting
    - i. Audit Presentation, 2<sup>nd</sup> Quarter Financial Review, capital projects funding
  - d. No Foundation Board Meeting held in July
10. **Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report**  
**June 15, 2023**

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.
2. **2023-2024 Committee Appointments.** This is agenda item 6. President Bass will appoint Board members to the two standing committees, Finance and Personnel.
3. **Financial Reports Update.** There was a question at the last Board meeting about the discrepancy regarding an invoice that appears in the Outgoing Bank and Credit Card Charges Report but not on the Expense Report. The short reason is “timing,” and the full explanation is below:

This difference arises from the contrasting principles of accrual basis and cash basis accounting, particularly in how expenses are recognized.

In accrual basis accounting, expenses are recognized when they are incurred, regardless of when the payment is made. On the other hand, cash basis accounting records expenses only when the actual cash payment occurs.

In the specific case of the ICT invoice, the invoice is correctly listed on the Outgoing Bank and Credit Card Charges report as it reflects the cash payment made for the expense. However, the other statements are prepared using accrual basis accounting, which recognizes expenses when they are incurred, rather than when the payment is made. This means that the invoice may not appear on our other financial statements depending on when the criteria for recognizing the expense was met. In this case, it was recognized in the Expense Report in April.

4. **4<sup>th</sup> of July Parade Update.** Per our discussion about the parade at the May Board meeting, the library is confirmed to participate in the Mount Prospect 4<sup>th</sup> of July parade. We’ve rounded up about 10 staff volunteers who will walk and hand out items, and we will be driving the library van. At the Board meeting we will pass around a sign-up sheet for Trustees to indicate interest in participating. The time commitment is generally 12:15-2:30 p.m. We meet at the library van near Mrs. P & Me (sometimes farther down) and the parade finishes at Melas Park.
5. **Trustee Training Opportunity.** This is early notice that the Illinois Library Association annual conference will be held October 24-26, 2023 in Springfield. They typically designate a “trustee day” during the conference (specific day unknown at this time). Take a look at your calendar, and if anyone is interested in attending, please let us know.

**Regular Board Meeting  
May 18, 2023  
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 Marie Bass, Vice President.

2. Swearing in of Newly Elected Trustees by Village Clerk Karen Agoranos

Mount Prospect Village Clerk Karen Agoranos swore in Marie Bass, Mary Anne Benden, Sylvia Fulk, and Brian Gilligan.

3. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

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

Visitors: Village Clerk Karen Agoranos, 4 visitors

4. Officer Elections 2023-2024

a. Office of Board President

Vice President opened the nominations for President. Trustee Benden nominated Marie Bass for President and Trustee Gilligan seconded the nomination. Vice President closed the nominations and called for a vote on Marie Bass for President.

Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

b. Office of Vice President

President opened the nominations for Vice President. Trustee Haas nominated Kristine O'Sullivan for Vice President and Trustee Fulk seconded the nomination. President closed the nominations and called for a vote on Kristine O'Sullivan for Vice President.

Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

c. Office of Treasurer

President opened the nominations for Treasurer. Trustee Groenwald nominated Brian Gilligan for Treasurer and Trustee O'Sullivan seconded the nomination. President closed the nominations and called for a vote on Brian Gilligan for Treasurer.

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

Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

d. Office of Secretary

President opened the nominations for Secretary. Trustee Benden nominated Sylvia Fulk for Secretary and Trustee Groenwald seconded the nomination. President closed the nominations and called for a vote on Sylvia Fulk for Secretary.

Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

5. President's Report

President Bass thanked the trustees for their vote to serve as Library Board President.

6. Public Comment

There was no public comment.

7. Consent Agenda

- a. Minutes of Regular Board Meeting of April 20, 2023
- b. April 2023 Bills and Financial Reports
- c. Library Closing at 5 p.m. on July 21 for Mount Prospect Downtown Block Party

Trustee Groenwald asked about the April 21 expense for the HVAC project and where it should be reflected on the financial reports.

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

8. Review and Approval of Donation Policy

Trustees reviewed and discussed the draft Gift and Donation Policy. Amendments requested were to replace "Library" with "library staff" in section II.A and to separate section IV.B.2 into two sections for easier reading.

Motion was made by Trustee Haas and seconded by Trustee Gilligan to approve the Gift and Donation Policy as amended. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

9. Master Plan Update and Decision Timeline

Director Reynders presented a status update on the master facility plan project that included a timeline when decisions would need to be made. Costs will be received from the architect in

June. The Board will review the phases and funding in July and August and be prepared to make a decision on Project #1 by September.

10. Executive Director Report

Director Reynders reviewed the highlights of the monthly library report and strategic plan progress and answered questions. Su reported that June is Pride Month, and the library will be offering a variety of programming.

11. Trustee Reports and Comments

Trustee Groenwald attended the April 24 Foundation Board meeting and reported that the mini golf fundraiser event had an all-time high number of golfers.

12. Upcoming Meetings and Events Calendar

- a. May 22 – Foundation Board Meeting – Marie Bass
- b. June 1, 7:00 p.m. – Committee of the Whole Meeting
  - i. New Trustee Orientation
- c. June 15, 7:00 p.m. – Regular Board Meeting
  - i. Committee Appointments 2023-2024
- d. June 26 – Foundation Board Meeting – Open

Sylvia Haas volunteered to attend the Foundation Board meeting on June 26.

13. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:21 p.m. Voice vote carried.

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Sylvia Fulk, Secretary

**Committee of the Whole Meeting**  
**June 1, 2023**  
**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 7:08 p.m. by Marie Bass, President.

2. Roll Call

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

3. Public Comment

There was no public comment.

4. New Trustee Orientation

President Bass and Executive Director Reynders conducted a new trustee orientation that consisted of the following topics:

- Responsibilities and duties
- Business of the Board
- Library law
- Library information
- Philosophy and principles
- Partners
- Training opportunities

5. Upcoming Meetings and Events Calendar

- a. June 15, 7:00 p.m. – Regular Board Meeting
- b. June 26 – Foundation Board Meeting – Sylvia Haas

6. Adjournment

Motion was made by Trustee O'Sullivan and seconded by Trustee Groenwald to adjourn the Committee of the Whole meeting at 8:35 p.m. Voice vote carried.

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Sylvia Fulk, Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of May 31, 2023

Library General Fund	7,914,497.68
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,584,391.01
Debt Service Fund	0.00
Gift Fund	564,596.85
<b>Total All Funds</b>	<b>16,179,531.80</b>

#### Disbursements May 2023

<b>\$</b>	<b>925,116.96</b>
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#### Financial Summary

##### Fund Balances

Combined Balance Library & Working Cash Funds	\$	10,030,544
Annual Operating Budget 2023	\$	10,143,700
Combined Balance - Months in Reserve		11.9
Combined Balance - Percentage in Reserve		99%

##### YTD May Spending

- \* We're on target with spending and our YTD percentage expended is 38%
- \* Last year at this time, we had expended about 40.7%

##### Levy Collection

- \* To date 57.93% of the total 2022 Levy has been collected

# Mount Prospect Public Library Statement of Revenues, Expenditures & Fund Balance For the Period Ended 05/31/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$20,887.91	\$0.00	\$0.00	\$0.00	\$0.00	\$20,887.91
Interest Income	\$37,568.30	\$0.00	\$24,706.59	\$0.00	\$0.00	\$62,274.89
Miscellaneous Fees	\$3,367.26	\$0.00	\$0.00	\$0.00	\$0.00	\$3,367.26
Miscellaneous Income	\$1,684.10	\$0.00	\$0.00	\$0.00	\$374.11	\$2,058.21
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00
<b>Total Revenues</b>	<b>\$63,507.57</b>	<b>\$0.00</b>	<b>\$24,706.59</b>	<b>\$0.00</b>	<b>\$479.11</b>	<b>\$88,693.27</b>
<b>Expenses</b>						
Salaries & Benefits	\$605,743.83	\$0.00	\$0.00	\$0.00	\$0.00	\$605,743.83
Management Expense	\$29,763.28	\$0.00	\$0.00	\$0.00	\$0.00	\$29,763.28
Operating Expense	\$14,255.29	\$0.00	\$0.00	\$0.00	\$220.30	\$14,475.59
Building Expense	\$20,421.49	\$0.00	\$153,850.00	\$0.00	\$0.00	\$174,271.49
Library Materials	\$101,414.92	\$0.00	\$0.00	\$0.00	\$4,400.00	\$105,814.92
Reimbursable Expense	\$6,883.97	\$0.00	\$0.00	\$0.00	\$0.00	\$6,883.97
<b>Total Expenses</b>	<b>\$778,482.78</b>	<b>\$0.00</b>	<b>\$153,850.00</b>	<b>\$0.00</b>	<b>\$4,620.30</b>	<b>\$936,953.08</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$8,629,472.89</b>	<b>\$2,116,046.26</b>	<b>\$5,713,534.42</b>	<b>\$0.00</b>	<b>\$568,238.04</b>	<b>\$17,027,291.61</b>
<b>ADJUSTMENTS TO FUND BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>TOTAL ADJUSTED FUND BALANCE</b>	<b>\$8,629,472.89</b>	<b>\$2,116,046.26</b>	<b>\$5,713,534.42</b>	<b>\$0.00</b>	<b>\$568,738.04</b>	<b>\$17,027,791.61</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$714,975.21)</b>	<b>\$0.00</b>	<b>(\$129,143.41)</b>	<b>\$0.00</b>	<b>(\$4,141.19)</b>	<b>(\$848,259.81)</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,914,497.68</b>	<b>\$2,116,046.26</b>	<b>\$5,584,391.01</b>	<b>\$0.00</b>	<b>\$564,596.85</b>	<b>\$16,179,531.80</b>



# Mount Prospect Public Library Revenue Report

For the Period Ended 05/31/2023

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<b>Library Fund</b>						
Property Taxes	\$20,887.91	\$6,232,678.47	\$10,687,240.00	\$4,454,561.53	58.32%	41.68%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,856.00	\$83,856.00	0.00%	100.00%
Interest Income	\$37,568.30	\$140,933.26	\$0.00	(\$140,933.26)	0.00%	0.00%
Fees	\$3,326.26	\$12,809.61	\$12,700.00	(\$109.61)	100.86%	(0.86%)
For Sale Items	\$41.00	\$232.00	\$200.00	(\$32.00)	116.00%	(16.00%)
Miscellaneous Income	\$1,684.10	\$79,017.88	\$0.00	(\$79,017.88)	0.00%	0.00%
Friends Reimbursement	\$0.00	\$683.80	\$34,200.00	\$33,516.20	2.00%	98.00%
Foundation Reimbursement	\$0.00	\$1,254.00	\$9,675.00	\$8,421.00	12.96%	87.04%
Village Reimbursement	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.00%	100.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$63,507.57	\$6,467,609.02	\$10,829,621.00	\$4,362,011.98	59.72%	40.28%

## Working Cash Fund

Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%

## Capital Projects Fund

Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$24,706.59	\$96,099.39	\$0.00	(\$96,099.39)	0.00%	0.00%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Total Capital Projects Fund	\$24,706.59	\$96,099.39	\$600,000.00	\$503,900.61	16.02%	83.98%

Mount Prospect Public Library  
Revenue Report

For the Period Ended 05/31/2023

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<b><u>Debt Service Fund</u></b>						
Property Taxes	\$0.00	(\$0.41)	\$0.00	\$0.41	0.00%	0.00%
Interest Income	\$0.00	\$3,558.02	\$0.00	(\$3,558.02)	0.00%	0.00%
Total Debt Service Fund	\$0.00	\$3,557.61	\$0.00	(\$3,557.61)	0.00%	0.00%
<b><u>Gift Fund</u></b>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$374.11	\$1,845.49	\$5,000.00	\$3,154.51	36.91%	63.09%
Donations	\$105.00	\$1,605.00	\$0.00	(\$1,605.00)	0.00%	0.00%
Total Gift Fund	\$479.11	\$3,450.49	\$5,000.00	\$1,549.51	69.01%	30.99%

Mount Prospect Public Library  
Expense Report  
For the Period Ended 05/31/2023

Library Fund	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	\$470,308.96	\$2,258,286.30	\$5,840,000.00	\$3,581,713.70	38.67%	61.33%
IMRF	\$26,909.34	\$126,774.89	\$335,000.00	\$208,225.11	37.84%	62.16%
MC/FICA	\$33,707.13	\$162,509.61	\$447,000.00	\$284,490.39	36.36%	63.64%
Medical Insurance	\$61,238.72	\$308,379.15	\$820,000.00	\$511,620.85	37.61%	62.39%
Life Insurance	\$152.85	\$757.25	\$3,000.00	\$2,242.75	25.24%	74.76%
Unemployment Compensation Tax	\$13,426.83	\$15,093.56	\$23,000.00	\$7,906.44	65.62%	34.38%
Total Salaries & Benefits	\$605,743.83	\$2,871,800.76	\$7,468,000.00	\$4,596,199.24	38.45%	61.55%
Management Expenses						
Audit	\$0.00	\$5,400.00	\$5,400.00	\$0.00	100.00%	0.00%
Legal Fees	\$0.00	\$2,250.00	\$5,000.00	\$2,750.00	45.00%	55.00%
Printing	\$1,142.38	\$31,915.05	\$121,000.00	\$89,084.95	26.38%	73.62%
Marketing	\$8,517.60	\$26,007.31	\$58,000.00	\$31,992.69	44.84%	55.16%
Professional Dues	\$1,053.00	\$9,486.00	\$17,500.00	\$8,014.00	54.21%	45.79%
Board Development	\$290.00	\$345.00	\$7,500.00	\$7,155.00	4.60%	95.40%
Human Resources	\$10,515.21	\$66,141.70	\$158,400.00	\$92,258.30	41.76%	58.24%
Other Operating	\$8,245.09	\$34,838.18	\$54,900.00	\$20,061.82	63.46%	36.54%
Total Management Expenses	\$29,763.28	\$176,383.24	\$427,700.00	\$251,316.76	41.24%	58.76%
Operating Expenses						
Telecommunications	\$2,815.02	\$12,860.91	\$35,550.00	\$22,689.09	36.18%	63.82%
Insurance	(\$1,011.00)	\$90,697.51	\$122,000.00	\$31,302.49	74.34%	25.66%
Office Supplies	\$1,797.17	\$8,639.85	\$27,350.00	\$18,710.15	31.59%	68.41%
Library Supplies	\$255.68	\$5,064.85	\$20,800.00	\$15,735.15	24.35%	75.65%
Postage	\$602.65	\$7,818.83	\$31,700.00	\$23,881.17	24.67%	75.33%
Contract Services	\$250.00	\$17,499.42	\$49,000.00	\$31,500.58	35.71%	64.29%
Software	\$9,545.77	\$70,432.67	\$174,500.00	\$104,067.33	40.36%	59.64%
Total Operating Expenses	\$14,255.29	\$213,014.04	\$460,900.00	\$247,885.96	46.22%	53.78%

Mount Prospect Public Library

Expense Report

For the Period Ended 05/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance						
Hardware & System Maintenance	\$11,154.91	\$49,751.74	\$132,200.00	\$82,448.26	37.63%	62.37%
Janitorial	\$367.25	\$73,676.41	\$142,700.00	\$69,023.59	51.63%	48.37%
Equipment	\$4,976.74	\$25,583.72	\$69,900.00	\$44,316.28	36.60%	63.40%
Utilities	\$1,749.70	\$24,564.45	\$177,500.00	\$152,935.55	13.84%	86.16%
Total Building Expenses	\$2,172.89	\$26,506.28	\$77,000.00	\$50,493.72	34.42%	65.58%
	\$20,421.49	\$200,082.60	\$599,300.00	\$399,217.40	33.39%	66.61%
Services and Resources						
Adult Print	\$13,686.73	\$71,560.85	\$226,900.00	\$155,339.15	31.54%	68.46%
Adult AV	\$3,026.95	\$15,652.28	\$63,500.00	\$47,847.72	24.65%	75.35%
Youth Print	\$22,725.02	\$58,709.40	\$151,400.00	\$92,690.60	38.78%	61.22%
Youth AV	\$1,197.42	\$6,729.80	\$34,300.00	\$27,570.20	19.62%	80.38%
Magazines	\$2,306.13	\$14,602.44	\$19,300.00	\$4,697.56	75.66%	24.34%
Electronic Resources	\$9,661.22	\$91,056.01	\$181,200.00	\$90,143.99	50.25%	49.75%
Digital Media	\$13,279.08	\$87,331.80	\$303,800.00	\$216,468.20	28.75%	71.25%
E-Learning	\$19,200.00	\$41,707.93	\$48,000.00	\$6,292.07	86.89%	13.11%
Library of Things	\$6,264.75	\$13,338.94	\$50,000.00	\$36,661.06	26.68%	73.32%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$874.01	\$9,656.57	\$26,400.00	\$16,743.43	36.58%	63.42%
Programs	\$9,193.61	\$19,825.07	\$82,300.00	\$62,474.93	24.09%	75.91%
Total Services and Resources	\$101,414.92	\$430,855.51	\$1,187,800.00	\$756,944.49	36.27%	63.73%
Transfers						
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$6,050.43	\$7,978.41	\$9,675.00	\$1,696.59	82.46%	17.54%
Friends Expenses	\$564.16	\$1,919.48	\$34,200.00	\$32,280.52	5.61%	94.39%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$269.38	\$391.18	\$1,750.00	\$1,358.82	22.35%	77.65%
Total Sponsored Expenses	\$6,883.97	\$10,289.07	\$45,625.00	\$35,335.93	22.55%	77.45%
Total Library Fund	\$778,482.78	\$3,902,425.22	\$10,789,325.00	\$6,886,899.78	36.17%	63.83%

Mount Prospect Public Library

Expense Report

For the Period Ended 05/31/2023

<u>Capital Project Fund</u>		M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
400-6130-99	Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99	Building Maintenance - Service	\$153,850.00	\$480,844.00	\$240,000.00	(\$240,844.00)	200.35%	(100.35%)
400-6805-99	Building Maintenance - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6845-99	Equipment & Furnishings - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7000-99	Capital Outlay - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7010-99	Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7810-99	Transfer to Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Project Fund		\$153,850.00	\$480,844.00	\$240,000.00	(\$240,844.00)	200.35%	(100.35%)
<u>Debt Service Fund</u>							
500-6120-99	Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6130-99	Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6180-99	Principal payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6181-99	Principal Payment LT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-7800-99	Transfer to Capital Project Fund	\$0.00	\$736,364.35	\$0.00	(\$736,364.35)	0.00%	0.00%
Total Debt Service		\$0.00	\$736,364.35	\$0.00	(\$736,364.35)	0.00%	0.00%
<u>Gift Fund</u>							
300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$220.30	\$3,074.22	\$50,000.00	\$46,925.78	6.15%	93.85%
300-7060-99	Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99	Art	\$4,400.00	\$9,179.94	\$0.00	(\$9,179.94)	0.00%	0.00%
300-7300-99	Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99	Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund		\$4,620.30	\$12,254.16	\$50,000.00	\$37,745.84	24.51%	75.49%

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 05/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/01/2023	ICMA RETIREMENT TRUS	\$7,204.72
05/01/2023	AFLAC	\$266.81
05/01/2023	GUARDIAN	\$3,581.38
05/02/2023	CONSTELLATION NEW EN	\$2,717.91
05/03/2023	HEATHER LYNN BRAOUDA	\$125.00
05/03/2023	FRIENDS OF THE MPPL	\$143.00
05/05/2023	AMERICAN LANDSCAPING	\$152.00
05/05/2023	BAKER & TAYLOR, INC.	\$5,109.85
05/05/2023	CHILDREN'S PLUS INC.	\$176.55
05/05/2023	CINTAS #22	\$75.51
05/05/2023	COMBINED ROOFING SER	\$3,000.00
05/05/2023	DEMCO	\$140.40
05/05/2023	F.E.MORAN, INC. FIRE	\$6,540.00
05/05/2023	GAMBINO LANDSCAPING	\$306.25
05/05/2023	ILLINOIS HEARTLAND L	\$783.70
05/05/2023	INGRAM	\$223.41
05/05/2023	INTEGRATED CONTROL T	\$50,000.00
05/05/2023	KNOWBE4, INC.	\$3,899.88
05/05/2023	KOREAN BUDDHIST GUMG	\$320.00
05/05/2023	LIGHTING SUPPLY COMP	\$63.60
05/05/2023	MIDWEST TAPE	\$290.65
05/05/2023	OLD TOWN SCHOOL OF F	\$500.00
05/05/2023	OVERDRIVE, INC.	\$1,903.90
05/05/2023	PEREGRINE, STIME, NE	\$2,250.00
05/05/2023	PLAYAWAY PRODUCTS LL	\$305.95
05/05/2023	ROTARY CLUB OF RIVER	\$200.00
05/05/2023	W. W. GRAINGER, INC.	\$273.46
05/05/2023	VILLAGE OF MOUNT PRO	\$1,090.92
05/08/2023	AT&T	\$723.96
05/08/2023	AT&T ACH	\$207.76
05/09/2023	EMPLOYEE BENEFITS CO	\$1,488.09
05/10/2023	Payroll 2023-0512	\$144,662.74
05/10/2023	Payroll 2023-0512	\$54,425.71
05/11/2023	STAPLES BUSINESS ADV	\$4.99
05/11/2023	STAPLES BUSINESS ADV	\$13.99
05/11/2023	STAPLES BUSINESS ADV	\$37.09
05/11/2023	STAPLES BUSINESS ADV	\$159.88
05/11/2023	STAPLES BUSINESS ADV	\$179.31
05/11/2023	STAPLES BUSINESS ADV	\$168.79
05/11/2023	STAPLES BUSINESS ADV	\$43.61
05/11/2023	STAPLES BUSINESS ADV	\$52.15
05/11/2023	STAPLES BUSINESS ADV	\$9.95
05/11/2023	REPUBLIC SERVICES #5	\$303.49
05/12/2023	AT&T	\$243.60
05/12/2023	BAKER & TAYLOR, INC.	\$5,145.57
05/12/2023	GAMBINO LANDSCAPING	\$305.00

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 05/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/12/2023	INGRAM	\$444.66
05/12/2023	INTERIOR TROPICAL GA	\$540.00
05/12/2023	JACQUELINE SAPER	\$500.00
05/12/2023	JOHNSON CONTROLS FIR	\$1,816.29
05/12/2023	KOREAN PERFORMING AR	\$800.00
05/12/2023	LIMRICC UNEMPLOYMENT	\$13,426.83
05/12/2023	MANUFACTURERS NEWS I	\$1,130.00
05/12/2023	MIA MANANSALA	\$200.00
05/12/2023	NATALIE BELMONTE, LL	\$200.00
05/12/2023	OVERDRIVE, INC.	\$309.46
05/12/2023	PLAYAWAY PRODUCTS LL	\$421.43
05/12/2023	SCHOLASTIC LIBRARY P	\$72.80
05/12/2023	SUPERIOR INDUSTRIAL	\$341.85
05/12/2023	TRU GREEN-CHEM LAWN	\$247.92
05/12/2023	W. W. GRAINGER, INC.	\$4.52
05/12/2023	WAREHOUSE DIRECT	\$1,272.36
05/12/2023	EXPERT PAY CHILD SUP	\$188.31
05/12/2023	ICMA RETIREMENT TRUS	\$7,104.24
05/15/2023	SHELL OIL COMPANY	\$48.75
05/18/2023	COMCAST BUSINESS	\$189.90
05/19/2023	ALOHA LIVES BY DESIG	\$150.00
05/19/2023	AMAZON	\$0.59
05/19/2023	BAKER & TAYLOR, INC.	\$6,797.96
05/19/2023	CHARLES N. BILLINGTO	\$200.00
05/19/2023	CHILDREN'S PLUS INC.	\$847.47
05/19/2023	CRIMSON MULTIMEDIA D	\$528.83
05/19/2023	ELM USA, INC.	\$92.99
05/19/2023	ESPOSITO PIANO SERVI	\$125.00
05/19/2023	GARRET ROSIEK	\$200.00
05/19/2023	GERARD J FABJANCE	\$300.00
05/19/2023	ILLINOIS LIBRARY ASS	\$225.00
05/19/2023	INGRAM	\$699.45
05/19/2023	JOURNAL AND TOPICS	\$755.00
05/19/2023	KANOPY, INC.	\$677.00
05/19/2023	LIGHTING SUPPLY COMP	\$98.18
05/19/2023	MENARDS	\$35.40
05/19/2023	MERISTEM ADVISORS, L	\$1,155.00
05/19/2023	MIDWEST TAPE	\$4,998.03
05/19/2023	NPN360	\$11,821.38
05/19/2023	OVERDRIVE, INC.	\$1,606.05
05/19/2023	RAILS	\$6,075.00
05/19/2023	SMILE MAKERS	\$102.88
05/19/2023	TODAY'S BUSINESS SOL	\$163.08
05/19/2023	TRU GREEN	\$90.48
05/19/2023	W. W. GRAINGER, INC.	\$329.31
05/22/2023	Payroll 2023-0526	\$144,013.92

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 05/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/22/2023	Payroll 2023-0526	\$53,774.24
05/24/2023	CONSTELLATION NEW EN	\$1,282.13
05/26/2023	ACCURATE EMPLOYMENT	\$163.24
05/26/2023	AMAZON	\$5,678.42
05/26/2023	BAKER & TAYLOR, INC.	\$6,392.56
05/26/2023	CHILDREN'S PLUS INC.	\$9,478.14
05/26/2023	COMPUTER TRAINING SO	\$1,769.00
05/26/2023	CRYSTAL MANAGEMENT &	\$2,980.00
05/26/2023	INGRAM	\$512.29
05/26/2023	INTEGRATED CONTROL T	\$150,000.00
05/26/2023	LINKEDIN CORPORATION	\$13,125.00
05/26/2023	OVERDRIVE, INC.	\$940.50
05/26/2023	TECHNOLOGY MANAGEMEN	\$785.60
05/26/2023	THOMSON REUTERS-WE	\$1,588.11
05/26/2023	VARIETY VENDORS	\$68.00
05/26/2023	WAREHOUSE DIRECT	\$1,142.49
05/26/2023	ICMA RETIREMENT TRUS	\$7,119.10
05/30/2023	EXPERT PAY CHILD SUP	\$188.31
05/30/2023	AT&T ACH	\$51.30
05/31/2023	FRIENDS OF THE MPPL	\$134.55
05/31/2023	EMPLOYEE BENEFITS CO	\$111.26
05/31/2023	EMPLOYEE BENEFITS CO	\$1,513.09
05/31/2023	AFLAC	\$266.81
05/31/2023	VERIZON WIRELESS	\$396.96
05/31/2023	GUARDIAN	\$3,583.32
05/31/2023	CHASE BANK	\$16,282.97
05/31/2023	CHASE BANK	\$45,329.10
05/30/2023	VILLAGE OF MOUNT PRO	\$46,165.80
05/30/2023	VILLAGE OF MOUNT PRO	\$96.00
05/01/2023	ZOOM	\$180.00
05/01/2023	THE NEW YORK TIMES	\$153.60
05/02/2023	AMAZON	\$8.99
05/02/2023	AMAZON	\$8.99
05/03/2023	ILLINOIS LIBRARY ASS	\$90.00
05/03/2023	AMAZON	\$67.96
05/03/2023	AMAZON	\$8.99
05/03/2023	AMAZON	\$59.25
05/03/2023	AMERICAN LIBRARY ASS	\$71.10
05/03/2023	CHICAGO TRIBUNE	\$146.00
05/03/2023	CAROLINA BIOLOGICAL	\$27.90
05/03/2023	CAROLINA BIOLOGICAL	\$7.80
05/04/2023	AMAZON	\$201.93
05/04/2023	USPS	\$9.65
05/04/2023	AMAZON	\$8.99
05/04/2023	DISNEY	\$14.99
05/04/2023	DISNEY	\$14.99



**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 05/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/04/2023	NETFLIX	\$19.99
05/04/2023	AMAZON	\$8.99
05/04/2023	DISNEY	\$14.99
05/04/2023	DISNEY	\$14.99
05/04/2023	NETFLIX	\$19.99
05/04/2023	AMAZON	\$8.99
05/04/2023	DISNEY	\$14.99
05/04/2023	DISNEY	\$14.99
05/04/2023	NETFLIX	\$19.99
05/04/2023	DISNEY	\$14.99
05/04/2023	NETFLIX	\$19.99
05/04/2023	AMAZON	\$8.99
05/04/2023	DISNEY	\$14.99
05/04/2023	DISNEY	\$14.99
05/04/2023	NETFLIX	\$19.99
05/04/2023	AMAZON	\$482.44
05/04/2023	AMAZON	\$186.56
05/05/2023	MOBILE BEACON	\$1,320.00
05/05/2023	MICROSOFT	\$6.60
05/05/2023	AMAZON	\$332.42
05/05/2023	CHAMBER CO OP INC	\$25.00
05/05/2023	MICROSOFT	\$4,320.00
05/05/2023	AMAZON	\$18.89
05/05/2023	COMIX REVOLUTION	\$45.00
05/05/2023	LIBRARYWORKS INC	\$98.00
05/05/2023	AMAZON	\$8.99
05/05/2023	AMAZON	\$8.99
05/05/2023	AMAZON	\$95.08
05/05/2023	AMAZON	\$8.99
05/05/2023	AMAZON	\$29.86
05/05/2023	AMAZON	\$89.46
05/05/2023	AMAZON	\$80.79
05/05/2023	AMAZON	\$18.82
05/07/2023	DISCOVERY PLUS	\$4.99
05/07/2023	DISCOVERY PLUS	\$4.99
05/07/2023	DISCOVERY PLUS	\$4.99
05/07/2023	DISCOVERY PLUS	\$4.99
05/07/2023	NETFLIX	\$19.99
05/07/2023	DISNEY	\$14.99
05/07/2023	NETFLIX	\$19.99
05/07/2023	DISCOVERY PLUS	\$4.99
05/07/2023	NETFLIX	\$19.99
05/07/2023	AMAZON	\$81.46
05/07/2023	AMAZON	\$227.20
05/07/2023	THE WALL STREET JOUR	\$59.99
05/08/2023	DISCOVERY PLUS	\$4.99

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 05/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/08/2023	DISCOVERY PLUS	\$4.99
05/08/2023	DISCOVERY PLUS	\$4.99
05/08/2023	DISCOVERY PLUS	\$4.99
05/08/2023	DISCOVERY PLUS	\$4.99
05/09/2023	AMAZON	\$15.99
05/09/2023	SCHOLASTIC LIBRARY P	\$3,477.70
05/10/2023	PARTY CITY	\$15.00
05/10/2023	DISCOVERY PLUS	\$4.99
05/10/2023	ADULT READING ROUND	\$15.00
05/10/2023	CHICAGO SUN TIMES	\$369.20
05/10/2023	CUSTOM INK.COM	\$2,172.62
05/10/2023	AMAZON	\$15.98
05/10/2023	HY SUPPLIES INC	\$118.16
05/11/2023	COSTCO	\$193.08
05/11/2023	CHICAGO SUN TIMES	\$301.60
05/11/2023	GENTLEMEN QUARTERLY	\$15.00
05/11/2023	OCULUS	\$31.86
05/11/2023	OCULUS	\$19.91
05/11/2023	OCULUS	\$11.15
05/12/2023	NETFLIX	\$19.99
05/12/2023	USPS	\$515.80
05/12/2023	FAMILY HANDYMAN	\$12.00
05/12/2023	WALMART	\$27.95
05/12/2023	OCULUS	\$11.15
05/12/2023	OCULUS	\$31.86
05/12/2023	OCULUS	\$19.91
05/12/2023	AMAZON	\$81.25
05/12/2023	IKEA	\$40.36
05/14/2023	NETFLIX	\$19.99
05/14/2023	AMAZON	\$95.65
05/14/2023	NETFLIX	\$19.99
05/14/2023	S&S Worldwide	\$101.67
05/14/2023	DISNEY	\$19.99
05/14/2023	SCHOOL LIBRARY JOURN	\$159.99
05/14/2023	MOBILE BEACON	\$120.00
05/15/2023	TORTORICE'S PIZZA	\$656.15
05/15/2023	AMAZON	\$65.90
05/15/2023	AMAZON	\$137.75
05/15/2023	AMAZON	\$48.98
05/15/2023	BARRONS	\$29.99
05/16/2023	GOTPRINT.COM	\$710.71
05/16/2023	GOTPRINT.COM	\$184.67
05/16/2023	MOBILE BEACON	\$439.00
05/16/2023	4-IMPRINT	\$1,415.99
05/16/2023	ROSATI'S PIZZA	\$135.14
05/16/2023	THE WALL STREET JOUR	\$149.97

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 05/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/16/2023	DAILY HERALD	\$34.60
05/17/2023	AMAZON	\$495.67
05/17/2023	AMAZON	\$35.33
05/17/2023	DOLLAR TREE	\$7.50
05/17/2023	TARGET	\$39.76
05/18/2023	POLISH BOOKSTORE	\$462.40
05/18/2023	DOLLAR TREE	\$6.25
05/18/2023	WALMART	\$14.29
05/18/2023	AMERICAN LIBRARY ASS	\$118.00
05/18/2023	AQUENT LLC	\$455.00
05/18/2023	LIBRARY JOURNAL CC	\$157.99
05/18/2023	LIBRARY JOURNAL CC	\$157.99
05/18/2023	LIBRARY JOURNAL CC	\$157.99
05/18/2023	CRUMBL COOKIES	\$29.42
05/18/2023	STARBUCKS COFFEE COM	\$446.60
05/18/2023	JEWEL OSCO	\$11.66
05/19/2023	HR SOURCE	\$1,025.00
05/19/2023	AMAZON	\$49.43
05/19/2023	FIVE BELOW	\$24.25
05/19/2023	AMERICAN LIBRARY ASS	\$25.00
05/19/2023	AMERICAN LIBRARY ASS	\$246.00
05/19/2023	AMAZON	\$595.96
05/19/2023	OFFICE DEPOT	\$43.45
05/19/2023	AMAZON	\$21.98
05/19/2023	SEAFOOD CITY SUPERMA	\$47.72
05/19/2023	WALMART	\$35.96
05/19/2023	USPS	\$9.65
05/19/2023	AMERICAN LIBRARY ASS	\$214.00
05/21/2023	4ALLPROMOS	\$520.49
05/21/2023	NINITE.COM	\$720.00
05/21/2023	OFFICE DEPOT	\$51.94
05/21/2023	SATURDAY EVENING POS	\$30.00
05/21/2023	DYNAMICCATHOLIC.COM	\$20.96
05/21/2023	STARBUCKS COFFEE COM	\$38.16
05/21/2023	USPS	\$9.65
05/23/2023	LIBRARYWORKS INC	\$200.00
05/23/2023	AMAZON	\$213.67
05/23/2023	AMAZON	\$8.99
05/23/2023	AMAZON	\$23.39
05/23/2023	AMAZON	\$9.69
05/23/2023	PADLET SOFTWARE	\$24.00
05/23/2023	AMAZON	\$17.00
05/23/2023	AMAZON	\$7.50
05/23/2023	SPOTIFY	\$15.99
05/23/2023	ILLINOIS LIBRARY ASS	\$250.00
05/24/2023	AMAZON	\$58.99

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 05/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/24/2023	AMAZON	\$89.99
05/24/2023	AMAZON	\$263.92
05/24/2023	AMAZON	\$141.49
05/24/2023	USPS	\$28.95
05/24/2023	AMAZON	\$43.27
05/24/2023	4-IMPRINT	\$2,960.40
05/25/2023	GROKABILITY, INC.	\$399.99
05/25/2023	TECHSMITH CORPORATIO	\$69.98
05/25/2023	USPS	\$9.65
05/25/2023	USPS	\$9.65
05/25/2023	POLISH BOOKSTORE	\$472.63
05/25/2023	CHICAGO TRIBUNE	\$320.27
05/25/2023	PAYPHONE.COM	\$364.34
05/25/2023	PAYPHONE.COM	\$27.45
05/26/2023	AMERICAN LIBRARY ASS	\$199.00
05/26/2023	GARVEY'S OFFICE PROD	\$6,219.20
05/26/2023	ONLINE LABELS, INC	\$87.00
05/26/2023	DOLLAR TREE	\$25.00
05/26/2023	COSTCO	\$123.92
05/26/2023	BBC HISTORY REVEALED	\$49.95
05/28/2023	JELLY CAFE	\$453.00
05/29/2023	AMAZON	\$16.99
05/29/2023	WALGREENS	\$49.98
05/30/2023	WALMART	\$14.96
05/30/2023	AMAZON	\$55.98
05/30/2023	AMAZON	\$44.34
05/30/2023	SAM'S CLUB	\$33.98
05/31/2023	ZOOM	\$180.00
05/31/2023	AMAZON	\$98.69
05/31/2023	AMAZON	\$14.51
05/31/2023	USPS	\$9.65
05/31/2023	CONSTANT CONTACT	\$1,932.00
		<u>\$925,116.96</u>

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

May 2023

### Youth Services

- 1) This month we visited approximately 2,848 teachers and elementary aged students and 1,011 people in preschool/childcare settings to talk about the summer reading program. The last time we were able to reach that many elementary school students was in 2016.
- 2) We had our last “Chill and Fill Fridays” program in May, which proved to be a crowd favorite. After one child learned that he missed one, he said, “I’m going to start getting the library calendar myself and checking every month.” At the last session of “Chill and Fill Fridays,” kids made their very own robots.
- 3) In May, we had a family come in and asked if we were hosting a Pride program again this year. They mentioned that they came last year and made friends with other families who attended (and still meet up with the families they made a connection with). They were very happy to hear that we were hosting a Pride event in June.



### South Branch & Community Engagement

- 1) We hosted author Mia Manansala, a Filipino-American author from the Chicago area who has written several popular fiction titles. Attendees at this “sold out” event received a copy of one of her books, choosing between *Arsenic and Adobo*, *Blackmail and Bibingka*, or *Homicide and Halo-Halo*, which the author signed. Hot and fresh Filipino food was provided as well.
- 2) We collaborated with the Village’s Human Services Department to host a Mental Health Matters resource fair and speaker event in recognition of Mental Health Awareness Month. Over 15 local mental health providers were on-site to provide information about their services, followed by a speaker and Q & A session on a range of mental health topics.
- 3) We made a new connection with a school in the South Branch service area. Metro Prep and Laureate Day School provides a continuum of care for special education students at all grade levels. We presented an interactive “Secret Life of

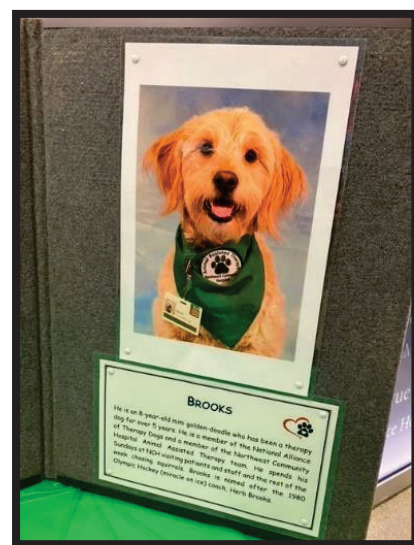




Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

Librarians" program to a small group of elementary aged children. We also provided them with summer reading program materials and a book bag with materials to read over the next month.

- 4) We presented a bilingual English-Spanish "book tasting" program to kindergartners at Robert Frost Elementary in collaboration with Youth Services staff. Students rotated through stations of book displays and noted titles they were interested in on a book menu. One excited young man visited South Branch with his menu and checked out a few of his selections.



## Research

- 1) We presented our first series of Adobe Creative Cloud classes with two sessions of Photoshop: the first was an introduction and the following week more advanced techniques were covered. These were hands-on trainings and attendance was limited to four patrons.
- 2) A virtual program: "Legal Matters: Legal Aid Can Help," had 14 attendees and received positive evaluations. One patron commented "Please keep holding virtual programs...While I enjoy attending in person, I am low vision, babysit grandchildren every day and it's very difficult to attend these interesting, vital and informative programs in person."
- 3) An in-person music program, "My 70's Show," had the highest attendance for the month (43). The audience was very engaged and enjoyed hearing the songs of their youth very much.



## Fiction/AV/Teen

- 1) We spent May visiting local middle and high schools to promote this year's summer reading program. Across many sessions, we presented to 1,992 students, which should positively impact summer reading registration.
- 2) We revamped our Books to Go discussion kits to be more visible and accessible to patrons. We also began to refresh our advisory bookmarks with a rebrand and high-demand topics.

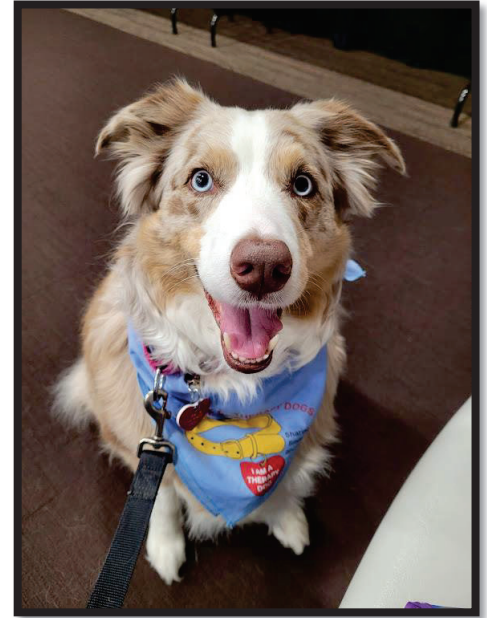


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- 3) The semiannual Exam Cram Study Lounge returned, offering snacks and de-stressing activities during Prospect High School's finals week. Returning for the first time since pre-pandemic were the ever-popular therapy dogs.

## Registration

- 1) We saw the highest checkout of museum passes in 2023 with 36 passes issued to patrons in May, with the most popular being the Chicago Botanic Garden and Brookfield Zoo.
- 2) There were 10 public meeting room rentals in A and 8 in B for a total of 18 in May.
- 3) We attended three school outreach nights: Westbrook on May 2, St. Paul on May 3, and Forest View on May 30.



## Circulation

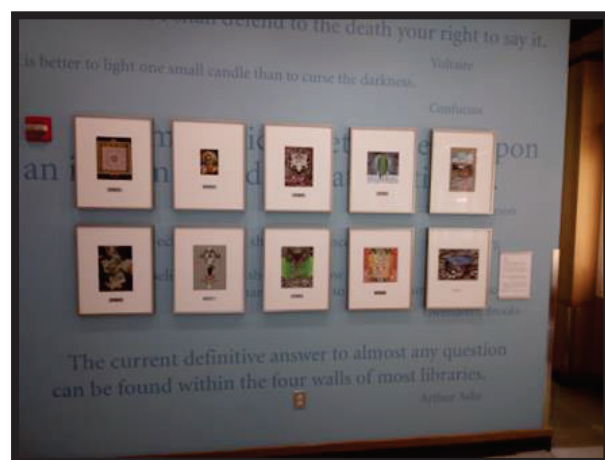
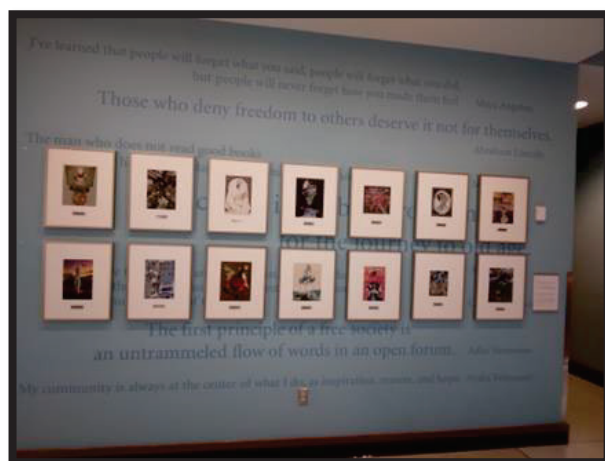
- 1) The Circulation department teamed up with the Fiction/AV/Teen department to re-vamp their Books-To-Go Discussion Kit Bags process. The new process has resulted in better visibility and easier access to this amazing discussion resource for the community.
- 2) Our very own Marge Johnson got to put her German skills to use this month, assisting a patron at the desk who could only speak German. Though she felt her skills were rusty, she was able to assist the patron successfully, and he was very "happy and appreciative" she was able to assist him. So appreciative in fact, that he returned later in the month and asked for her again, where she assisted him in translating his needs to Research desk staff.
- 3) The Library of Things collection continues to expand. In May, we launched DIY "things," which include common household tools, such as sanders, laser levels, a knife sharpener, and a high-pressure inflator, among other things. Along with the expansion came some revision to the display in the lobby to make it easier for patrons to distinguish between the various collections and browse more easily.



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## Building & Security

- 1) As a safety and security measure, we installed panic buttons at each of the public service desks. When these buttons are activated, the police are immediately notified and respond.
- 2) Several months ago, a local artist, Kathryn Kucera, donated a significant collection of her artwork. This artwork is unique as it is all collage art. We worked with our artwork advisor, Corporate Artworks, to develop a display area to permanently display this work. It is all located on the second floor in two areas that are directly under the skylights.



## Collection & Bibliographic Services

- 1) We completed the Sheet Music Cataloging Project. This large sheet music collection was donated in memory of William M. and Edith A. Blaine. This project began in October 2016, and now all 2,472 items are in the catalog. The instruments represented are primarily vocal (40%) and piano (50%) (with representation also in accordion, alto saxophone, cello, clarinet, cornet, electric keyboard, flute, guitar, horns, orchestra, organ, recorder, saxophone, trombone, violin, and xylophone), and 69% of the scores are for a solo player. We anticipate increased circulation of this collection when MPPL transitions to CCS.
- 2) Library of Things (LoT) Test Drive Program: Patrons of all ages were invited to a program to create a Solar Glass Jar Lantern craft using vinyl pieces in multiple colors and shapes (flowers, dinosaurs, hearts, pets, and many more) that were created using the Cricut machine (available through the LoT). We also had a variety of outdoor games set-up for patrons to play and try out and some puzzles as well. There was a terrific turnout of nearly 40 people. We answered many questions regarding LoT, Lucky Day, the Museum Adventure Pass program, and other available opportunities at the library.

## Marketing

- 1) Our e-newsletters continue to be a great tool for pushing out information to our patrons. Our regular e-news had a click-through rate of 31% for the Mental Health Matters event presented in partnership with the Village of Mount Prospect and interestingly, the second highest click-through was for the recording of the Mental



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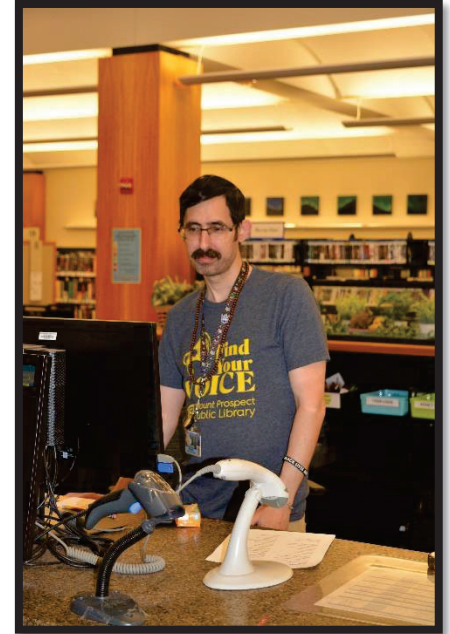
Health Matters presentation on YouTube. The final elementary school e-newsletter for the school year had a 55% click-through rate for the summer reading video, and we saw evidence of that as masses of families came to register on our first day!

### Information Technology

- 1) Our new website went live on Wednesday, May 31, and there was less than 30 minutes of downtime during the transition. We are taking advantage of more sophisticated tools on our hosted server which reduces the amount of time managing upgrades to the underlying CMS (WordPress) and Plugins.

### Human Resources & Learning

- 1) Number of open positions: 2, Computer Technician (FT) and Fiction/AV/Teen Assistant Department Head (FT)
- 2) Number of vacant positions filled: 1, Content Creator (PT)
- 3) Number of separations: 1
- 4) Staff anniversaries:
  - a. Josephine Broszczak, Executive Assistant, 35 years
  - b. Devin Gackle, Web Content Editor, 5 years
- 5) MPPL Safety In-service Day was May 12. To prepare for the day all staff were required to complete the Safety Scavenger Hunt on which they identified safety equipment and safe routes out of the building. During Safety SID, 120 staff learned how Mount Prospect first responders train and deal with local crises and reviewed and discussed emergency procedures to be employed at the library in various situations. Brooks the Fire Dog also made a special appearance with Chief Dolan.



### Friends of the Mount Prospect Public Library

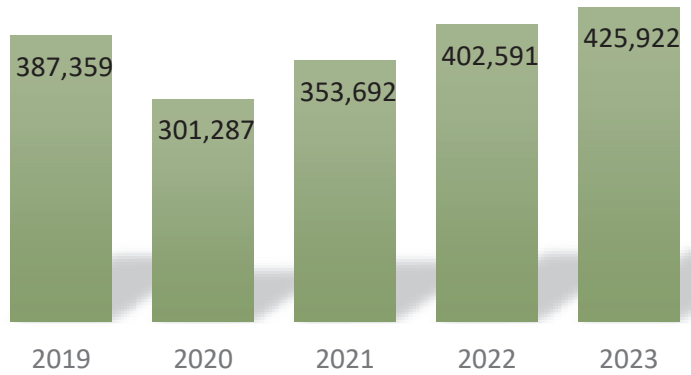
- 1) The Friends did not meet in May.

### Mount Prospect Public Library Foundation

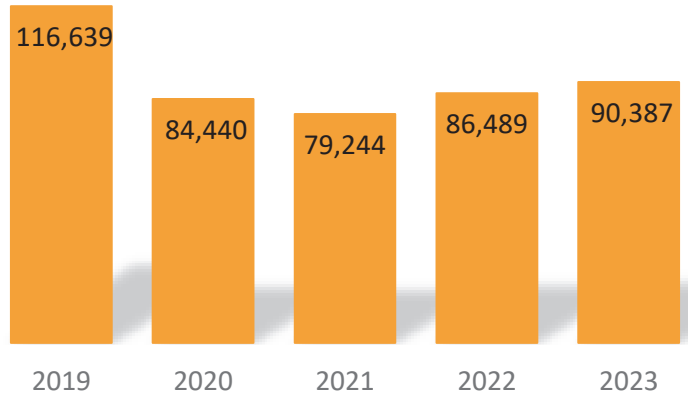
- 1) The Foundation Board members voted to add Hazel Oreluk to the Foundation Board.
- 2) The Board voted to host the Mini Golf fundraising event on March 16, 2024.
- 3) Board members reviewed the electronic recycling fundraiser process and submitted two boxes of donated items for processing.

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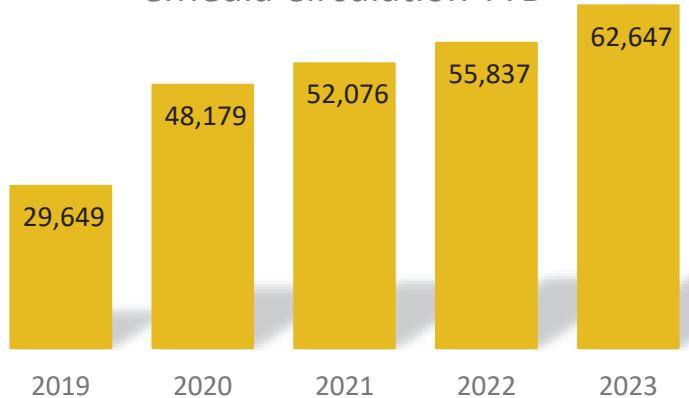
Overall Circulation YTD



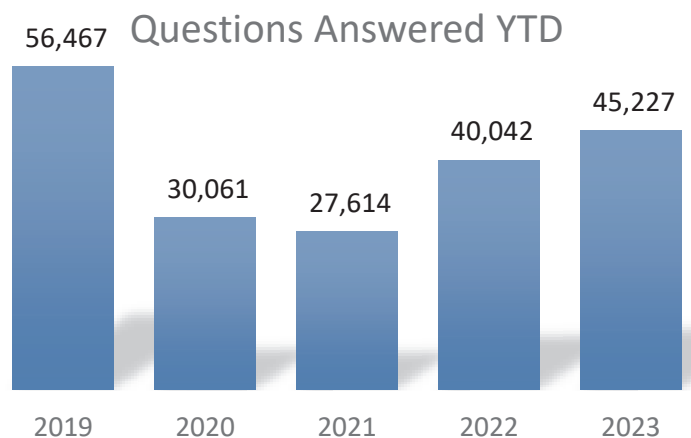
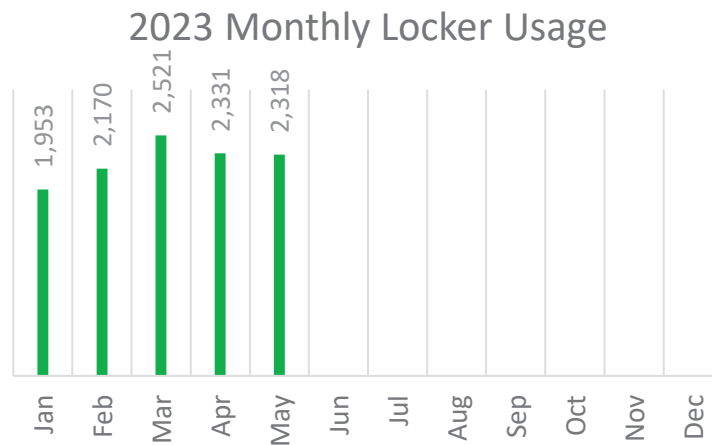
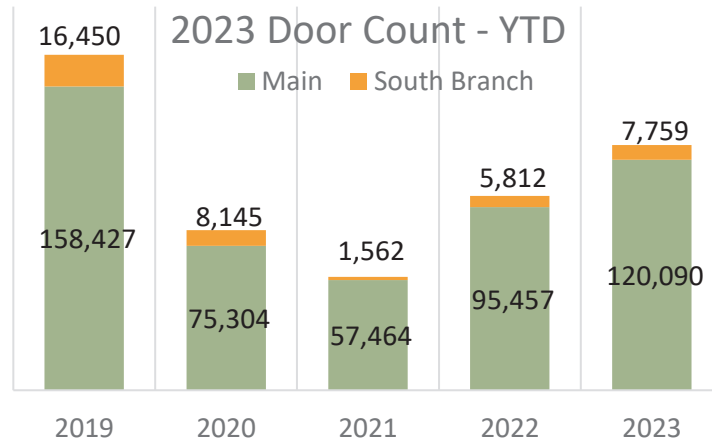
AV Circulation YTD



eMedia Circulation YTD

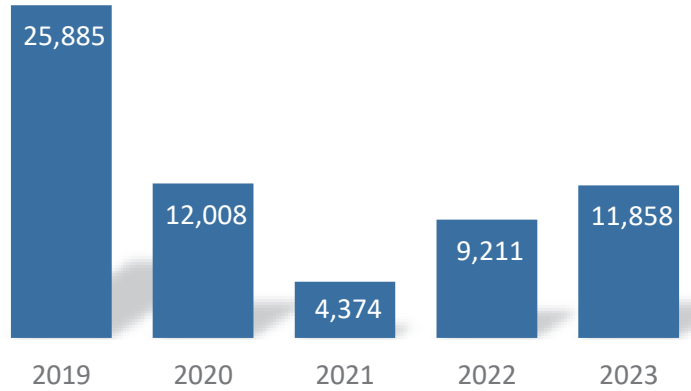


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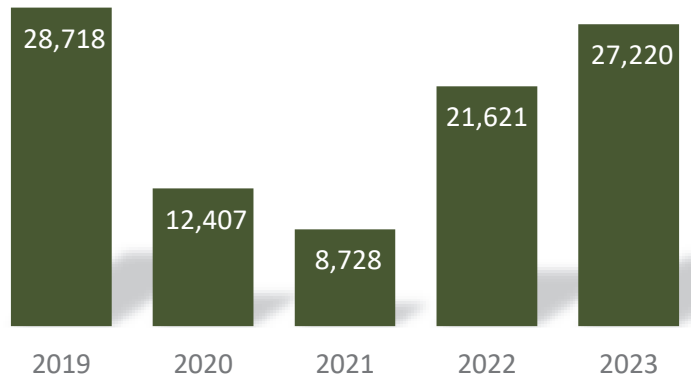


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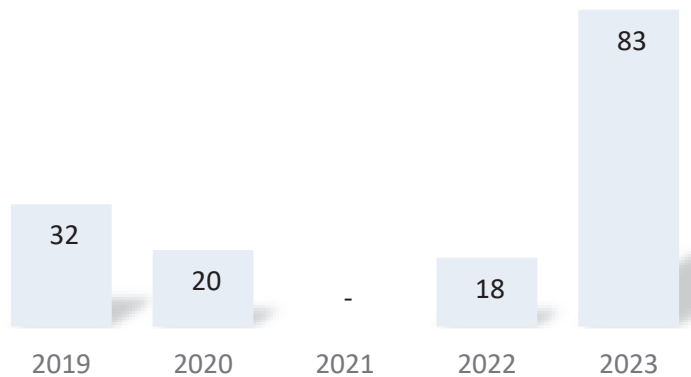
Public Computer Hours Usage YTD



Wireless Unique Users YTD

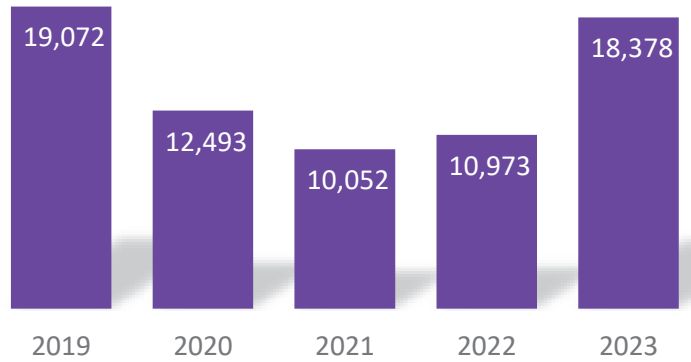


Meeting Room Usage by Public YTD

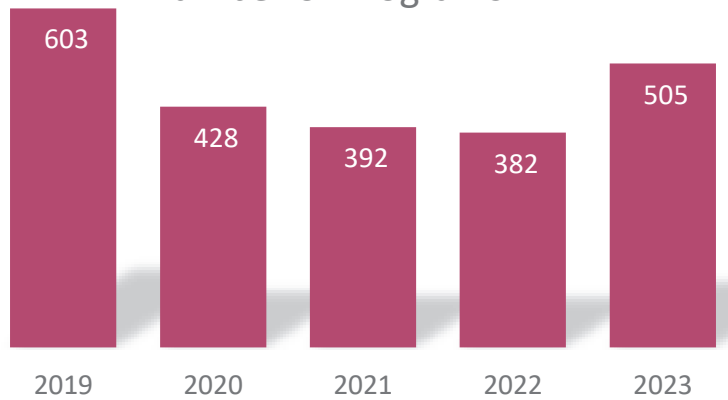


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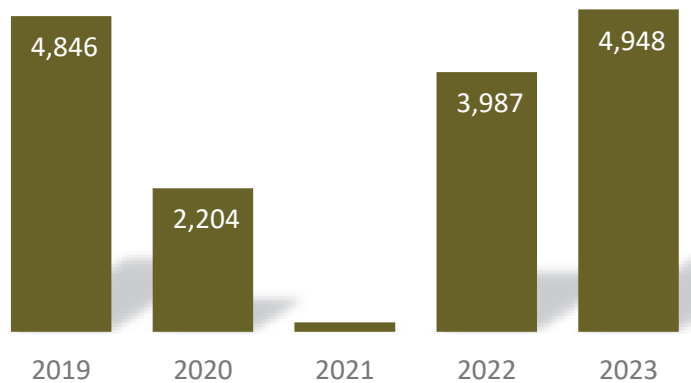
Program Attendance YTD



Number of Programs YTD



Study Room Usage YTD



## May 2023 Strategic Plan Progress Report

### Items Completed in May 2023

1. **New Website (A2B).** Create a new patron-focused website with simplified navigation and standardized naming conventions.
  - a. The new website went live on May 31.
2. **South Branch Shared Space (A1D).** Evaluate the partnership with the Village and Human Services to define the benefits and requirements of sharing the Community Connections Center space.
  - a. South Branch staff participated in a retreat on Monday, May 15 and discussed the following:
    - i. Identify the primary purpose of South Branch.
    - ii. Identify the benefits/drawbacks of partnering with the Village in a shared space.
    - iii. Identify future goals and opportunities to strengthen the partnership.
    - iv. Identify new or expanded services, for the library alone or in partnership with the Village.
    - v. Create a future space needs wish list.

### Selected In Progress Items

1. **Improve adult programming coordination (B2B).** Increase the coordination of adult programs across MPPL departments, including South Branch.
  - a. We have established a task force to conduct some research and then create a “framework” for adult programming including:
    - i. Identifying target audiences.
    - ii. Identifying target program types.
    - iii. Identifying target frequency/scheduling/format.
  - b. The plan is to create the framework over the next few months, then plan to implement in 2024.