

Regular Board Meeting
July 20, 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. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of June 15, 2023 **(3-4)**
 - b. June 2023 Bills **(5)** and Financial Reports **(6-18)**
 - c. Award bid for Structure and Sealants Project (Bid results will be available at the meeting)
5. **2022 Audit Presentation** – Don Shaw, Lauterbach & Amen, LLP
6. **Second Quarter Financial Review**
7. **Master Plan Review and Funding** – Jamie Rachlin, Meristem Advisors LLC
8. **Executive Director Report (2)**
 - a. June 2023 Library Activity Report **(19-28)**
 - b. Strategic Plan Update **(29-31)**
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
 - a. No Foundation Board Meeting held in July
 - b. August 3 – Committee of the Whole Meeting – Recommend cancel
 - c. August 17, 7:00 p.m. – Regular Board Meeting
 - i. Preliminary levy discussion; annual review of strategic plan
 - d. August 28 – Foundation Board Meeting – Marie Bass
11. **Adjournment**

**Library Director Report
July 20, 2023**

1. **Consent Agenda.** This is agenda item 4. Any item on the consent agenda can be removed by request and discussed and voted on separately. The bid results from the Structure and Sealants project will be available at the meeting, along with a formal recommendation.
2. **2022 Audit Presentation.** This is agenda item 5. Don Shaw, our auditor from Lauterbach & Amen, will attend the meeting to present the 2022 audit findings. Key staff have reviewed the audit and support the findings. The audit came back with a “clean” opinion again this year.
3. **Second Quarter Financial Review.** We will briefly review the second quarter financial results.
4. **Master Plan Review and Funding.** As anticipated, we received concept costs for the Master Facility Plan at the end of June. We will review the results at a high level, and then our financial advisor, Jamie Rachlin from Meristem Advisors, will be present to discuss funding strategies.

We are still on schedule to discuss the overall plan in July and August, with the intention that we will be able to approve the first project in September. The first project (“Project A”) is the only one that has a specific timeline due to the fact that we need the work to be completed prior to going live with the CCS catalog consortium in October 2024. Discussion regarding the timeline and funding of all of the other projects can continue to happen past September.

Regular Board Meeting
June 15, 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, President.

2. Roll Call

Present: Marie Bass, Sylvia Fulk, Brian Gilligan [via Zoom], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: Mary Anne Benden

Staff Present: Anne Belden, Jo Broszczak, Charles Celander, Julie Collins, Dan Criscione, Su Reynders

Visitors: None

Trustees agreed to allow Trustee Gilligan to join the meeting virtually as per 5 ILCS 120/7.

3. Public Comment

There was no public comment.

4. President's Report

President Bass reported that Governor J.B. Pritzker signed House Bill 2789 which prohibits the banning of books in public schools and libraries.

President Bass shared the sad news of the passing of Foundation Vice President Burt Schultz. Burt joined the Mount Prospect Public Library Foundation in 2002 volunteering on the "dialing for votes" to help get the library expansion referendum passed. A celebration of life for Burt Schultz is being planned for late summer.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of May 18, 2023
- b. Minutes of Committee of the Whole Meeting of June 1, 2023
- c. May 2023 Bills and Financial Reports

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

6. Committee Appointments 2023-2024

President Bass appointed committee members as follows:

- Finance: Trustee Gilligan, Chair; Trustee Bass, Trustee Fulk, Trustee Groenwald
- Personnel: Trustee Bass, Chair; Trustee Groenwald, Vice Chair; all trustees will serve

7. Executive Director Report

Research Technology Assistant Charles Celander, Department Head Julie Collins, and Technology Librarian Dan Criscione gave a presentation on the Mac Studio computers. The Board expressed enthusiasm and thanked the Research staff for the informative presentation.

Director Reynders reviewed the highlights of the monthly library report and strategic plan progress and answered questions. She reported that the structure and sealants project bid will be published on June 16, and the Board will be asked to approve the winning bid(s) at the July Regular Board meeting.

8. Trustee Reports and Comments

None.

9. Upcoming Meetings and Events Calendar

- a. June 26 – Foundation Board Meeting – Sylvia Haas
- b. July 6 – Committee of the Whole Meeting – cancelled
- c. July 20, 7:00 p.m. – Regular Board Meeting
 - i. Audit Presentation, 2nd Quarter Financial Review, capital projects funding
- d. No Foundation Board Meeting held in July

10. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee O’Sullivan to adjourn the Regular Board meeting at 7:40 p.m. Voice vote carried.

Sylvia Fulk, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of June 30, 2023

Library General Fund	7,321,351.97
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,506,140.95
Debt Service Fund	0.00
Gift Fund	558,931.89
Total All Funds	15,502,471.07

Disbursements June 2023

\$ 739,846.72

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	9,437,398
Annual Operating Budget 2023	\$	10,143,700
Combined Balance - Months in Reserve		11.2
Combined Balance - Percentage in Reserve		93%

YTD June Spending

- * We're on target with spending, and our YTD percentage expended is 45.7%
- * Last year at this time, we had expended about 48.3%

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 06/30/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$129,179.82	\$0.00	\$0.00		\$0.00	\$129,179.82
Interest Income	\$32,155.75	\$0.00	\$24,434.94		\$0.00	\$56,590.69
Miscellaneous Fees	\$2,834.88	\$0.00	\$0.00		\$0.00	\$2,834.88
Friends Reimbursement	\$1,185.70	\$0.00	\$0.00		\$0.00	\$1,185.70
Foundation Reimbursement	\$6,978.41	\$0.00	\$0.00		\$0.00	\$6,978.41
Village Reimbursement	\$808.15	\$0.00	\$0.00		\$0.00	\$808.15
Miscellaneous Income	\$41.41	\$0.00	\$0.00		\$321.13	\$362.54
Donations	\$0.00	\$0.00	\$0.00		\$148.06	\$148.06
Total Revenues	\$173,184.12	\$0.00	\$24,434.94	\$0.00	\$469.19	\$198,088.25
Expenses						
Salaries & Benefits	\$570,103.25	\$0.00	\$0.00		\$0.00	\$570,103.25
Management Expense	\$28,947.39	\$0.00	\$0.00		\$0.00	\$28,947.39
Operating Expense	\$17,782.65	\$0.00	\$0.00		\$1,261.15	\$19,043.80
Building Expense	\$38,738.61	\$0.00	\$102,685.00		\$0.00	\$141,423.61
Library Materials	\$110,661.91	\$0.00	\$0.00		\$4,873.00	\$115,534.91
Reimbursable Expense	\$96.02	\$0.00	\$0.00		\$0.00	\$96.02
Total Expenses	\$766,329.83	\$0.00	\$102,685.00	\$0.00	\$6,134.15	\$875,148.98
BEGINNING FUND BALANCE	\$7,914,497.68	\$2,116,046.26	\$5,584,391.01	\$0.00	\$564,596.85	\$16,179,531.80
NET SURPLUS/(DEFICIT)	(\$593,145.71)	\$0.00	(\$78,250.06)	\$0.00	(\$5,664.96)	(\$677,060.73)
ENDING FUND BALANCE	\$7,321,351.97	\$2,116,046.26	\$5,506,140.95	\$0.00	\$558,931.89	\$15,502,471.07

Mount Prospect Public Library Revenue Report

For the Period Ended 06/30/2023

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	\$129,179.82	\$6,349,826.29	\$10,687,240.00	\$4,337,413.71	59.42%	40.59%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,856.00	\$83,856.00	0.00%	100.00%
Interest Income	\$32,155.75	\$173,089.01	\$0.00	(\$173,089.01)	0.00%	0.00%
Fees	\$2,776.88	\$15,586.49	\$12,700.00	(\$2,886.49)	122.73%	(22.73%)
For Sale Items	\$58.00	\$290.00	\$200.00	(\$90.00)	145.00%	(45.00%)
Miscellaneous Income	\$41.41	\$69,997.29	\$0.00	(\$69,997.29)	0.00%	0.00%
Friends Reimbursement	\$1,185.70	\$1,869.50	\$34,200.00	\$32,330.50	5.47%	94.53%
Foundation Reimbursement	\$6,978.41	\$8,232.41	\$9,675.00	\$1,442.59	85.09%	14.91%
Village Reimbursement	\$808.15	\$808.15	\$1,750.00	\$941.85	46.18%	53.82%
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	\$173,184.12	\$6,619,699.14	\$10,829,621.00	\$4,209,921.86	61.13%	38.87%

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	\$24,434.94	\$120,534.33	\$0.00	(\$120,534.33)	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	\$24,434.94	\$120,534.33	\$600,000.00	\$479,465.67	20.09%	79.91%

Mount Prospect Public Library Revenue Report

For the Period Ended 06/30/2023

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
<u>Debt Service Fund</u>						
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%
<u>Gift Fund</u>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$321.13	\$2,166.62	\$5,000.00	\$2,833.38	43.33%	56.67%
Donations	\$148.06	\$1,753.06	\$0.00	(\$1,753.06)	0.00%	0.00%
Total Gift Fund	\$469.19	\$3,919.68	\$5,000.00	\$1,080.32	78.39%	21.61%

Mount Prospect Public Library Expense Report

For the Period Ended 06/30/2023

<u>Library Fund</u>	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	\$445,658.88	\$2,703,945.18	\$5,840,000.00	\$3,136,054.82	46.30%	53.70%
IMRF	\$25,745.96	\$152,520.85	\$335,000.00	\$182,479.15	45.53%	54.47%
MC/FICA	\$31,932.61	\$194,442.22	\$447,000.00	\$252,557.78	43.50%	56.50%
Medical Insurance	\$66,609.45	\$374,988.60	\$820,000.00	\$445,011.40	45.73%	54.27%
Life Insurance	\$156.35	\$913.60	\$3,000.00	\$2,086.40	30.45%	69.55%
Unemployment Compensation Tax	\$0.00	\$15,093.56	\$23,000.00	\$7,906.44	65.62%	34.38%
Total Salaries & Benefits	\$570,103.25	\$3,441,904.01	\$7,468,000.00	\$4,026,095.99	46.09%	53.91%
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	\$10,283.11	\$42,198.16	\$121,000.00	\$78,801.84	34.87%	65.13%
Marketing	\$2,846.52	\$28,853.83	\$58,000.00	\$29,146.17	49.75%	50.25%
Professional Dues	\$862.99	\$10,348.99	\$17,500.00	\$7,151.01	59.14%	40.86%
Board Development	\$0.00	\$345.00	\$7,500.00	\$7,155.00	4.60%	95.40%
Human Resources	\$14,699.30	\$80,841.00	\$158,400.00	\$77,559.00	51.04%	48.96%
Other Operating	\$255.47	\$35,093.65	\$54,900.00	\$19,806.35	63.92%	36.08%
Total Management Expenses	\$28,947.39	\$205,330.63	\$427,700.00	\$222,369.37	48.01%	51.99%
Operating Expenses						
Telecommunications	\$1,838.49	\$14,699.40	\$35,550.00	\$20,850.60	41.35%	58.65%
Insurance	\$625.00	\$91,322.51	\$122,000.00	\$30,677.49	74.85%	25.15%
Office Supplies	\$1,812.41	\$10,452.26	\$27,350.00	\$16,897.74	38.22%	61.78%
Library Supplies	\$1,134.74	\$6,199.59	\$20,800.00	\$14,600.41	29.81%	70.19%
Postage	\$2,698.75	\$10,517.58	\$31,700.00	\$21,182.42	33.18%	66.82%
Contract Services	\$0.00	\$3,137.42	\$49,000.00	\$45,862.58	6.40%	93.60%
Software	\$9,673.26	\$80,105.93	\$174,500.00	\$94,394.07	45.91%	54.09%
Total Operating Expenses	\$17,782.65	\$216,434.69	\$460,900.00	\$244,465.31	46.96%	53.04%

Mount Prospect Public Library Expense Report

For the Period Ended 06/30/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$18,054.41	\$67,626.15	\$132,200.00	\$64,573.85	51.15%	48.85%
Hardware & System Maintenance	\$1,196.89	\$74,873.30	\$142,700.00	\$67,826.70	52.47%	47.53%
Janitorial	\$5,712.82	\$30,234.54	\$69,900.00	\$39,665.46	43.25%	56.75%
Equipment	\$11,390.19	\$35,954.64	\$177,500.00	\$141,545.36	20.26%	79.74%
Utilities	\$2,384.30	\$21,773.58	\$77,000.00	\$55,226.42	28.28%	71.72%
Total Building Expenses	\$38,738.61	\$230,462.21	\$599,300.00	\$368,837.79	38.46%	61.54%
Services and Resources						
Adult Print	\$13,252.73	\$84,813.58	\$226,900.00	\$142,086.42	37.38%	62.62%
Adult AV	\$4,502.12	\$20,154.40	\$63,500.00	\$43,345.60	31.74%	68.26%
Youth Print	\$9,976.19	\$68,685.59	\$151,400.00	\$82,714.41	45.37%	54.63%
Youth AV	\$1,292.75	\$8,022.55	\$34,300.00	\$26,277.45	23.39%	76.61%
Magazines	\$696.84	\$15,299.28	\$19,300.00	\$4,000.72	79.27%	20.73%
Electronic Resources	\$4,942.29	\$95,998.30	\$181,200.00	\$85,201.70	52.98%	47.02%
Digital Media	\$38,197.93	\$125,529.73	\$303,800.00	\$178,270.27	41.32%	58.68%
E-Learning	\$360.00	\$42,067.93	\$48,000.00	\$5,932.07	87.64%	12.36%
Library of Things	\$25,718.46	\$39,057.40	\$50,000.00	\$10,942.60	78.11%	21.89%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$2,621.72	\$12,278.29	\$26,400.00	\$14,121.71	46.51%	53.49%
Programs	\$9,100.88	\$28,925.95	\$82,300.00	\$53,374.05	35.15%	64.85%
Total Services and Resources	\$110,661.91	\$541,517.42	\$1,187,800.00	\$646,282.58	45.59%	54.41%
Transfers						
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$4.49	\$7,982.90	\$9,675.00	\$1,692.10	82.51%	17.49%
Friends Expenses	\$91.53	\$2,011.01	\$34,200.00	\$32,188.99	5.88%	94.12%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$391.18	\$1,750.00	\$1,358.82	22.35%	77.65%
Total Sponsored Expenses	\$96.02	\$10,385.09	\$45,625.00	\$35,239.91	22.76%	77.24%
Total Library Fund	\$766,329.83	\$4,646,034.05	\$10,789,325.00	\$6,143,290.95	43.06%	56.94%

Mount Prospect Public Library Expense Report

For the Period Ended 06/30/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
<u>Capital Project Fund</u>						
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	\$102,685.00	\$583,529.00	\$240,000.00	(\$343,529.00)	243.14%	(143.14%)
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	\$102,685.00	\$583,529.00	\$240,000.00	(\$343,529.00)	243.14%	(143.14%)
<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	\$1,261.15	\$4,335.37	\$50,000.00	\$45,664.63	8.67%	91.33%
300-7060-99 Circulating Materials	\$4,873.00	\$4,873.00	\$0.00	(\$4,873.00)	0.00%	0.00%
300-7070-99 Art	\$0.00	\$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	\$6,134.15	\$18,388.31	\$50,000.00	\$31,611.69	36.78%	63.22%

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 06/30/2023

Date	Source	Amount
06/01/2023	JOHNSON CONTROLS	\$285.00
06/01/2023	AMAZON	\$49.83
06/01/2023	AMAZON	\$418.83
06/01/2023	THE WEEK JUNIOR	\$59.95
06/01/2023	ETSY	\$5.81
06/01/2023	TARGET	\$30.00
06/01/2023	UPRINTING	\$167.70
06/02/2023	ILLINOIS LIBRARY ASS	\$75.00
06/02/2023	JEWEL OSCO	\$54.63
06/02/2023	4-IMPRINT	\$2,960.41
06/02/2023	FREEDOM SCIENTIFIC E	\$170.00
06/02/2023	AMAZON	\$8.99
06/02/2023	AMAZON	\$8.99
06/02/2023	MOBILE BEACON	\$2,640.00
06/02/2023	ADOBE	\$547.66
06/04/2023	AMAZON	\$8.99
06/04/2023	DISNEY	\$14.99
06/04/2023	DISNEY	\$14.99
06/04/2023	NETFLIX	\$19.99
06/04/2023	AMAZON	\$8.99
06/04/2023	DISNEY	\$14.99
06/04/2023	DISNEY	\$14.99
06/04/2023	NETFLIX	\$19.99
06/04/2023	AMAZON	\$8.99
06/04/2023	DISNEY	\$14.99
06/04/2023	DISNEY	\$14.99
06/04/2023	NETFLIX	\$19.99
06/04/2023	AMAZON	\$8.99
06/04/2023	DISNEY	\$14.99
06/04/2023	DISNEY	\$14.99
06/04/2023	NETFLIX	\$19.99
06/04/2023	AMAZON	\$359.98
06/04/2023	JEWEL OSCO	\$13.99
06/04/2023	USPS	\$9.65
06/04/2023	AMAZON	\$276.65
06/04/2023	DISCOUNT SCHOOL SUPP	\$128.50
06/04/2023	JEWEL OSCO	\$9.16
06/04/2023	SHRM	\$244.00
06/04/2023	DOLLAR TREE	\$8.75
06/05/2023	VILLAGE OF MOUNT PRO	\$890.76
06/05/2023	AMAZON	\$8.99
06/05/2023	AMAZON	\$8.99
06/05/2023	AMAZON	\$8.99
06/05/2023	MICROSOFT	\$6.60
06/05/2023	AMAZON	\$52.74
06/05/2023	BARRONS	\$59.99
06/05/2023	SAM'S CLUB	\$98.14
06/06/2023	JIM GIBBONS	\$300.00
06/06/2023	SHARON YIESLA	\$200.00
06/06/2023	Payroll 2023	\$143,563.45
06/06/2023	Payroll 2023	\$53,948.84
06/06/2023	S&S Worldwide	\$478.22
06/06/2023	AMAZON	\$222.92
06/06/2023	DISNEY	\$14.99
06/07/2023	NETFLIX	\$19.99
06/07/2023	NETFLIX	\$19.99

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 06/30/2023

Date	Source	Amount
06/07/2023	NETFLIX	\$19.99
06/07/2023	NATIONAL SAFETY COUN	\$149.00
06/07/2023	ADMIN COLUMNS PRO	\$89.00
06/07/2023	AMAZON	\$160.93
06/08/2023	AT&T ACH	\$723.96
06/08/2023	AMAZON	\$24.99
06/08/2023	AMAZON	\$95.60
06/08/2023	DISCOVERY PLUS	\$4.99
06/08/2023	CAN STOCK PHOTO INC	\$924.00
06/08/2023	EVENTCOMBO	\$17.02
06/08/2023	MICHAELS	\$49.98
06/08/2023	CHICAGO GENEALOGICAL	\$30.00
06/08/2023	ILLINOIS MUNICIPAL L	\$35.00
06/09/2023	AMERICAN LANDSCAPING	\$2,100.00
06/09/2023	AT&T	\$538.77
06/09/2023	AUTOMATIC DOORS, INC	\$320.00
06/09/2023	BAKER & TAYLOR, INC.	\$7,156.01
06/09/2023	BANNERVILLE USA	\$160.00
06/09/2023	BEN TATAR MUSIC, LLC	\$250.00
06/09/2023	CAVENDISH SQUARE	\$186.03
06/09/2023	CHICAGO COMMUNICATIO	\$114.00
06/09/2023	CHILDREN'S PLUS INC.	\$3,900.06
06/09/2023	CHRISTINA M. BEAIRD	\$150.00
06/09/2023	CINTAS #22	\$125.09
06/09/2023	COMPLETE TEMPERATURE	\$1,608.00
06/09/2023	CRIMSON MULTIMEDIA D	\$140.22
06/09/2023	DEMCO SOFTWARE	\$1,895.28
06/09/2023	DEMCO	\$54.52
06/09/2023	INGRAM	\$470.85
06/09/2023	INTERIOR TROPICAL GA	\$120.00
06/09/2023	KELLY S. CAMPOS	\$350.00
06/09/2023	LIBRARY IDEAS, LLC	\$762.24
06/09/2023	MCCLUSKEY ENGINEERIN	\$3,850.00
06/09/2023	MENARDS	\$46.56
06/09/2023	MERGENT, INC.	\$1,629.00
06/09/2023	MIDWEST TAPE	\$84.98
06/09/2023	OTIS ELEVATOR COMPAN	\$775.00
06/09/2023	OVERDRIVE, INC.	\$5,115.87
06/09/2023	PLAYAWAY PRODUCTS LL	\$355.93
06/09/2023	PRODUCT LLC	\$3,000.00
06/09/2023	RAILS	\$15,349.04
06/09/2023	SCHOLASTIC LIBRARY P	\$4,856.00
06/09/2023	SMARTY PANTS WORLD L	\$550.00
06/09/2023	SUPERIOR INDUSTRIAL	\$211.00
06/09/2023	THOMSON REUTERS-WEST	\$1,588.11
06/09/2023	W. W. GRAINGER, INC.	\$304.40
06/09/2023	WAREHOUSE DIRECT	\$389.37
06/09/2023	WEBLINX INCORPORATED	\$4,860.00
06/09/2023	YOUTH OUTLOOK	\$200.00
06/09/2023	EMPLOYEE BENEFITS CO	\$1,513.09
06/09/2023	SOUND & VISION	\$46.00
06/09/2023	GOTPRINT.COM	\$134.03
06/09/2023	AMAZON	\$95.08
06/09/2023	GOVERNMENT FINANCE O	\$150.00
06/11/2023	USPS	\$19.79
06/11/2023	NINTENDO E-SHOP	\$26.55
06/11/2023	NINTENDO E-SHOP	\$25.76
06/11/2023	NINTENDO E-SHOP	\$63.74
06/11/2023	NINTENDO E-SHOP	\$31.86

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 06/30/2023

Date	Source	Amount
06/11/2023	PLAYSTATION STORE	\$76.83
06/11/2023	ACE HARDWARE	\$18.98
06/11/2023	GROUND TRANSPORTA	\$38.51
06/11/2023	GROUND TRANSPORTA	\$16.91
06/11/2023	MEALS	\$6.66
06/11/2023	MEALS	\$18.63
06/11/2023	MEALS	\$21.51
06/11/2023	AIRFARE	\$35.00
06/11/2023	AIRFARE	\$19.00
06/11/2023	AIRFARE	\$19.00
06/11/2023	MEALS	\$8.66
06/11/2023	GROUND TRANSPORTA	\$131.03
06/12/2023	REPUBLIC SERVICES #5	\$303.49
06/12/2023	TARGET	\$18.48
06/12/2023	MEALS	\$14.52
06/12/2023	MEALS	\$7.75
06/12/2023	GROUND TRANSPORTA	\$14.74
06/13/2023	NETFLIX	\$19.99
06/13/2023	NETFLIX	\$19.99
06/13/2023	GOVERNMENT FINANCE O	\$150.00
06/13/2023	TARGET	\$19.22
06/13/2023	NETFLIX	\$19.99
06/13/2023	CHAMBER CO OP INC	\$100.00
06/13/2023	DAILY HERALD	\$34.60
06/13/2023	JOURNAL AND TOPICS	\$66.00
06/13/2023	GOTPRINT.COM	\$209.73
06/13/2023	MEALS	\$6.99
06/13/2023	MEALS	\$27.41
06/13/2023	MEALS	\$8.40
06/13/2023	MEALS	\$9.20
06/13/2023	MEALS	\$4.10
06/14/2023	ICMA RETIREMENT TRUS	\$7,091.10
06/14/2023	EXPERT PAY CHILD SUP	\$188.31
06/14/2023	DISNEY	\$19.99
06/14/2023	ZOHO Corporation	\$2,815.00
06/14/2023	WALMART	\$28.58
06/14/2023	AMAZON	\$53.30
06/14/2023	MEALS	\$34.90
06/15/2023	KD MARKET	\$22.40
06/15/2023	AMAZON	\$16.98
06/15/2023	AMAZON	\$211.98
06/15/2023	AMAZON	\$23.49
06/15/2023	AMAZON	\$76.48
06/15/2023	AMAZON	\$13.97
06/15/2023	BARRONS	\$29.99
06/15/2023	AQUENT LLC	\$480.00
06/15/2023	GROUND TRANSPORTA	\$27.23
06/15/2023	GROUND TRANSPORTA	\$5.44
06/15/2023	MEALS	\$41.89
06/15/2023	MEALS	\$17.88
06/16/2023	AMERICAN LIBRARY ASS	\$211.00
06/16/2023	BAKER & TAYLOR, INC.	\$5,330.59
06/16/2023	CHILDREN'S PLUS INC.	\$2,498.20
06/16/2023	CINTAS FIRE PROTECTI	\$1,062.68
06/16/2023	COMPSYCH CORPORATION	\$2,700.00
06/16/2023	COMPUTYPE, INC.	\$136.81
06/16/2023	CORPORATE ARTWORKS,	\$4,400.00
06/16/2023	EBSCO INFORMATION SE	\$1,697.00
06/16/2023	F.E.MORAN, INC. FIRE	\$2,560.00

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 06/30/2023

Date	Source	Amount
06/16/2023	INGRAM	\$748.05
06/16/2023	JOURNAL AND TOPICS	\$50.00
06/16/2023	LILY VALENTIN	\$386.72
06/16/2023	MIDWEST TAPE	\$154.94
06/16/2023	NERADT ACE HARDWARE	\$12.98
06/16/2023	OLD TOWN SCHOOL OF F	\$300.00
06/16/2023	OVERDRIVE, INC.	\$3,017.29
06/16/2023	PLAYAWAY PRODUCTS LL	\$135.90
06/16/2023	SUPERIOR INDUSTRIAL	\$282.90
06/16/2023	VARIETY VENDORS	\$139.00
06/16/2023	NAYAX LLC	\$1.00
06/16/2023	NAYAX LLC	\$1.00
06/16/2023	AMAZON	\$5.99
06/16/2023	AMERICAN LIBRARY ASS	\$199.00
06/16/2023	BEST BUY	\$274.96
06/16/2023	HR SOURCE	\$1,025.00
06/16/2023	TEACHERS PAY TEACHER	\$8.00
06/16/2023	LODGING	\$1,349.20
06/16/2023	AIRFARE	\$35.00
06/16/2023	AIRFARE	\$45.00
06/16/2023	MEALS	\$26.50
06/16/2023	MEALS	\$7.21
06/16/2023	GROUND TRANSPORTA	\$183.02
06/18/2023	COMCAST BUSINESS	\$189.90
06/18/2023	OFFICE DEPOT	\$33.10
06/18/2023	AMERICAN LIBRARY ASS	\$100.00
06/18/2023	AMAZON	\$27.57
06/18/2023	AMAZON	\$28.96
06/18/2023	AMAZON	\$99.90
06/18/2023	WOMAN'S DAY	\$17.97
06/18/2023	AMAZON	\$23.98
06/19/2023	AMAZON	\$14.98
06/19/2023	AMAZON	\$24.98
06/19/2023	AMAZON	\$226.57
06/19/2023	SYNOLOGY C2 OPERATIO	\$20.42
06/20/2023	STAPLES BUSINESS ADV	\$113.38
06/20/2023	STAPLES BUSINESS ADV	\$85.05
06/20/2023	STAPLES BUSINESS ADV	\$47.33
06/20/2023	STAPLES BUSINESS ADV	\$20.94
06/20/2023	STAPLES BUSINESS ADV	\$9.99
06/20/2023	STAPLES BUSINESS ADV	\$154.28
06/20/2023	STAPLES BUSINESS ADV	\$35.31
06/20/2023	STAPLES BUSINESS ADV	\$79.68
06/20/2023	STAPLES BUSINESS ADV	\$46.67
06/20/2023	STAPLES BUSINESS ADV	\$203.54
06/20/2023	STAPLES BUSINESS ADV	\$52.92
06/20/2023	STAPLES BUSINESS ADV	\$33.48
06/20/2023	STAPLES BUSINESS ADV	\$48.82
06/20/2023	STAPLES BUSINESS ADV	\$195.44
06/20/2023	LA MICHOCACANA	\$19.98
06/20/2023	WALMART	\$16.19
06/20/2023	THE ATLANTIC	\$49.95
06/20/2023	PUBLISHERS WEEKLY	\$199.99
06/21/2023	VILLAGE OF MOUNT PRO	\$96.00
06/21/2023	VILLAGE OF MOUNT PRO	\$46,212.90
06/21/2023	OFFICE DEPOT	\$209.74
06/21/2023	USPS	\$9.65
06/21/2023	AMERICAN LIBRARY ASS	\$266.00
06/21/2023	ONLINE LABELS, INC	\$535.70

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 06/30/2023

Date	Source	Amount
06/22/2023	AMAZON	\$6.89
06/22/2023	USPS	\$9.65
06/22/2023	WALMART	\$188.78
06/22/2023	AMAZON	\$58.92
06/23/2023	Payroll 2023-0623	\$144,609.57
06/23/2023	Payroll 2023-0623	\$54,348.58
06/23/2023	ACCURATE EMPLOYMENT	\$40.28
06/23/2023	AMAZON	\$53.19
06/23/2023	BACKSTAGE LIBRARY WO	\$250.00
06/23/2023	BAKER & TAYLOR, INC.	\$2,440.33
06/23/2023	BRUSKI UPHOLSTERING	\$832.00
06/23/2023	CHILDREN'S PLUS INC.	\$493.37
06/23/2023	COMPLETE TEMPERATURE	\$890.00
06/23/2023	CRYSTAL MANAGEMENT &	\$2,980.00
06/23/2023	DEMCO	\$568.10
06/23/2023	F.E.MORAN, INC. FIRE	\$2,865.00
06/23/2023	GALE	\$810.00
06/23/2023	KANOPY, INC.	\$674.00
06/23/2023	MENARDS	\$27.16
06/23/2023	MIDWEST TAPE	\$4,983.34
06/23/2023	OLD TOWN SCHOOL OF F	\$300.00
06/23/2023	OVERDRIVE, INC.	\$2,613.09
06/23/2023	SIMON & SCHUSTER	\$4,873.00
06/23/2023	SOUND INCORPORATED	\$3,979.00
06/23/2023	THOMSON REUTERS-WEST	\$1,588.11
06/23/2023	TRAF-SYS INC	\$240.00
06/23/2023	TRANE U.S. INC.	\$2,204.39
06/23/2023	W. W. GRAINGER, INC.	\$323.46
06/23/2023	WESTON WOODS STUDIOS	\$930.00
06/23/2023	EMPLOYEE BENEFITS CO	\$1,513.09
06/23/2023	PADLET SOFTWARE	\$24.00
06/23/2023	AMAZON	\$8.99
06/23/2023	JEWEL OSCO	\$92.36
06/23/2023	AMAZON	\$87.62
06/23/2023	AMAZON	\$15.98
06/23/2023	SPOTIFY	\$15.99
06/25/2023	MEALS	\$37.29
06/25/2023	CELLULAR SALES OF IL	\$35.00
06/25/2023	AMERICAN LIBRARY ASS	\$56.00
06/25/2023	MEALS	\$18.25
06/25/2023	GROUND TRANSPORTA	\$25.00
06/25/2023	MEALS	\$16.00
06/25/2023	GROUND TRANSPORTA	\$25.00
06/25/2023	GROUND TRANSPORTA	\$29.99
06/25/2023	MEALS	\$2.25
06/25/2023	MEALS	\$3.12
06/25/2023	MEALS	\$11.37
06/25/2023	MEALS	\$10.74
06/25/2023	MEALS	\$18.12
06/25/2023	MEALS	\$4.61
06/25/2023	GROUND TRANSPORTA	\$1.75
06/25/2023	GROUND TRANSPORTA	\$27.59
06/25/2023	GROUND TRANSPORTA	\$22.79
06/25/2023	MEALS	\$7.75
06/25/2023	GROUND TRANSPORTA	\$10.00
06/25/2023	GROUND TRANSPORTA	\$10.00
06/25/2023	MEALS	\$14.92
06/25/2023	MEALS	\$17.82
06/25/2023	GROUND TRANSPORTA	\$2.17

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 06/30/2023

Date	Source	Amount
06/26/2023	ICMA RETIREMENT TRUS	\$7,110.47
06/26/2023	VERIZON WIRELESS	\$397.91
06/26/2023	MEALS	\$3.50
06/26/2023	MEALS	\$3.50
06/26/2023	GROUND TRANSPORTA	\$25.00
06/26/2023	MEALS	\$26.34
06/26/2023	MEALS	\$21.14
06/26/2023	MEALS	\$11.00
06/26/2023	GROUND TRANSPORTA	\$25.00
06/26/2023	GROUND TRANSPORTA	\$35.49
06/26/2023	MEALS	\$14.29
06/26/2023	GROUND TRANSPORTA	\$1.75
06/26/2023	MEALS	\$7.99
06/26/2023	GROUND TRANSPORTA	\$6.00
06/26/2023	MEALS	\$8.00
06/26/2023	MEALS	\$4.17
06/26/2023	GROUND TRANSPORTA	\$2.10
06/27/2023	EXPERT PAY CHILD SUP	\$188.31
06/27/2023	POSTMASTER	\$2,126.11
06/27/2023	MEALS	\$28.47
06/27/2023	MEALS	\$42.30
06/27/2023	MEALS	\$16.22
06/27/2023	ARTICULATE	\$549.00
06/27/2023	AMAZON	\$9.68
06/27/2023	MEALS	\$7.50
06/27/2023	MEALS	\$27.28
06/27/2023	GROUND TRANSPORTA	\$25.00
06/27/2023	AMAZON	\$25.76
06/27/2023	USPS	\$506.20
06/27/2023	DISCOUNT SCHOOL SUPP	\$86.01
06/27/2023	MEALS	\$3.50
06/27/2023	GROUND TRANSPORTA	\$25.00
06/27/2023	MEALS	\$38.74
06/27/2023	GROUND TRANSPORTA	\$25.00
06/27/2023	MEALS	\$19.25
06/27/2023	GROUND TRANSPORTA	\$25.00
06/27/2023	CHICAGO TRIBUNE	\$146.00
06/27/2023	MEALS	\$5.62
06/27/2023	MEALS	\$14.97
06/27/2023	GROUND TRANSPORTA	\$37.97
06/27/2023	MEALS	\$8.88
06/27/2023	GROUND TRANSPORTA	\$6.75
06/27/2023	MEALS	\$6.66
06/28/2023	GROUND TRANSPORTA	\$25.00
06/28/2023	AMAZON	\$96.64
06/28/2023	MEALS	\$3.50
06/28/2023	GROUND TRANSPORTA	\$25.00
06/28/2023	MEALS	\$5.00
06/28/2023	GROUND TRANSPORTA	\$25.00
06/28/2023	JEWEL OSCO	\$13.99
06/28/2023	THE GREAT COURSES	\$186.77
06/28/2023	MEALS	\$23.36
06/28/2023	MEALS	\$12.46
06/28/2023	GROUND TRANSPORTA	\$33.43
06/28/2023	MEALS	\$16.74
06/28/2023	GROUND TRANSPORTA	\$13.86
06/28/2023	MEALS	\$18.25
06/28/2023	GROUND TRANSPORTA	\$10.00
06/28/2023	GROUND TRANSPORTA	\$1.80

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 06/30/2023

Date	Source	Amount
06/29/2023	MEALS	\$32.85
06/29/2023	GROUND TRANSPORTA	\$25.00
06/29/2023	MEALS	\$23.47
06/29/2023	GROUND TRANSPORTA	\$25.00
06/29/2023	MICHAELS	\$69.33
06/29/2023	WALMART	\$113.43
06/29/2023	USPS	\$8.05
06/29/2023	WALMART	\$19.64
06/29/2023	MEALS	\$23.47
06/29/2023	MEALS	\$6.53
06/29/2023	GROUND TRANSPORTA	\$1.75
06/29/2023	MEALS	\$21.01
06/29/2023	GROUND TRANSPORTA	\$43.17
06/29/2023	MEALS	\$10.27
06/29/2023	AMAZON	\$705.99
06/30/2023	AMAZON	\$9,992.25
06/30/2023	BAKER & TAYLOR, INC.	\$5,045.62
06/30/2023	CHILDREN'S PLUS INC.	\$1,553.54
06/30/2023	CINTAS #22	\$125.09
06/30/2023	CRYSTAL CLEAR PRODUC	\$400.00
06/30/2023	DELL MARKETING L.P.	\$7,557.56
06/30/2023	IMAGE SYSTEMS & BUSI	\$94.00
06/30/2023	INGRAM	\$589.33
06/30/2023	INTERIOR TROPICAL GA	\$120.00
06/30/2023	MENARDS	\$22.91
06/30/2023	MIDWEST TAPE	\$107.98
06/30/2023	OTIS ELEVATOR COMPAN	\$775.00
06/30/2023	OVERDRIVE, INC.	\$293.21
06/30/2023	QUICKBASE	\$4,752.00
06/30/2023	RISK PROGRAM ADMINIS	\$625.00
06/30/2023	SMILE MAKERS	\$102.88
06/30/2023	SUPERIOR INDUSTRIAL	\$345.00
06/30/2023	TODAY'S BUSINESS SOL	\$240.00
06/30/2023	TRU GREEN-CHEM LAWN	\$223.12
06/30/2023	WAREHOUSE DIRECT	\$988.88
06/30/2023	EMPLOYEE BENEFITS CO	\$111.26
06/30/2023	VILLAGE OF MOUNT PRO	\$87,038.34
06/30/2023	USPS	\$9.65
06/30/2023	NATIONAL GENEALOCIAL	\$27.65
06/30/2023	THE GREAT COURSES	\$434.08
06/30/2023	SCHOLASTIC LIBRARY P	\$668.00
		\$739,846.72

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

June 2023

Youth Services

- 1) This month we held a program entitled, "Pride at the Mount Prospect Public Library." We had 149 people drop in and listen to stories, create a rainbow wand, participate in a special rainbow scavenger hunt, complete an obstacle course, and/or race a car down a rainbow highway. Patrons were encouraged to give feedback in a survey after the event and mentioned that "[it] was great! Thank you for all the work you put into it."
- 2) The Summer Reading Program started on June 1 and Charlotte was the first patron to sign up (pictured to the right). We gave out Find Your Voice shirts featuring Monty the Duck for a sign-up prize, and all 781 were gone by June 9.
- 3) In June 1,513 children signed up for Summer Reading, and 1,124 people attended programs, with "Studio 60056" (our regularly scheduled craft program), "Twist and Shout Storytime" (our all ages musical storytime), and "Good Morning Sunshine Concert" series being the most popular. Passive programming was also huge, with 1,000 children completing our scavenger hunt this month.
- 4) The Outreach Summer Reading Program also started in June, with 589 preschool aged children participating in storytimes and 923 grade school aged children listening to stories and receiving prizes. Children who attended summer school in D26, D59, and St. Raymond's all received a book for participating.



South Branch & Community Engagement

- 1) We hosted a very successful "Craft with Pride" event that featured three colorful DIY activities: button maker, rainbow heart flags, and woven turtles. The atmosphere was festive, and patrons enjoyed crafting and chatting with staff and with each other.
- 2) Teen volunteers decorated bookmarks for Liberation Library, an organization that donates books and handmade bookmarks to incarcerated youth. The teens thoughtfully created 44 bookmarks for this project.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

3) We interacted with close to 250 residents at three rental properties on the south side of town (Huntington Square, Orion Parkview, and Forest Cove) as part of the Mount Prospect Police Department's Crime-Free Safety Socials. These events are designed to highlight community resources and build relationships with residents. In addition to a fun table activity, we also registered people for library cards and highlighted services and programs available at both library locations.



4) South Branch staff regularly use their Spanish-language skills to assist patrons. Two notable interactions this month included translating for a patron who was submitting an application for a job at a local hotel and another patron who needed help completing forms as part of the immigration process.



Research

- 1) Our most well-attended (55 attendees) program this month was "Our Lady of the Angels Fire." The presenter shared the story of the 1958 fire at a Chicago elementary school and patron evaluations were positive.
- 2) The final Illinois Libraries Presents program of the season was "Braiding Sweetgrass and the Honorable Harvest: A Conversation with Robin Wall Kimmerer" (39 attendees). This series is popular with Mount Prospect patrons: 372 MPPL patrons attended programs this season; the average was 115 for the 209 participating libraries. The next season starts in September.
- 3) Hands-on Adobe Creative Cloud classes (InDesign and Illustrator) were offered this month. Classes were held on the second floor using our circulating Mac laptops. The Illustrator classes were the most popular and received positive patron feedback.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Fiction/AV/Teen

1) We observed Pride Month in a number of ways: a “Brave Space LGBTQ+ Teen Hangout,” “Pride Reads for Teens,” and partnering with Youth for “Pride at the Mount Prospect Public Library” activity festival. We also offered Pride craft kits for adults and updated our Read with Pride advisory handouts.

Patron reactions included:

- A teen attending “Pride Reads for Teens” said they were very excited to be there, exclaiming, “I’m gay, and I like books, so it’s a win-win!” They went on to say that they wanted to make more LGBTQ+ friends and didn’t know very many other LGBTQ+ kids.
 - Two teens who made Pride flag buttons at the Pride at the Library celebration were later spotted wearing their buttons when visiting the FAVT desk and at other teen Pride programs later in the month.
 - Every teen (and several parents) thanked staff on the way out of the “Brave Space LGBTQ+ Teen Hangout” program.
 - A patron hand-delivered a comment card to our desk, which said: "The pride book displays and resources might possibly save a life. Thank you for being an ally."
 - Two patrons noticed the Pride kits and expressed how much they appreciated the library’s Pride displays and wanted to make sure we knew how much what we were doing meant.
- 2) “Nostalgic Video Game Night” was a hit with all ages (teens and adults) who enjoyed playing video games on a Wii and PS2, as well as the Vintage Tech Petting Zoo where vintage typewriters and a rotary phone were popular.
- 3) Summer Reading traffic made for an especially busy public desk in June, with desk transactions up 150% compared to May.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Registration

- 1) Halfway through June, we doubled the number of museum adventure passes in our library account, with eight passes available for each attraction, instead of four. Fifty-two passes were requested for the month; we were able to approve 42 but had to deny 10 due to the requested pass not being available.
- 2) Registration staff spent 25 hours in the Youth department helping with Summer Reading sign up and tracking rewards for completed reading challenges.
- 3) We entered 400 new library cards during the month thanks to Summer Reading, which is twice as many cards as our usual amount.

Circulation

- 1) Summer Reading kicked off the month with an increased rush of traffic that continued all month long. Total circulation was 93,700, the highest single month since July 2014. One of the highlights of the increased visitors this summer has been working the Patron Services desk on Monday mornings when the "Good Morning Sunshine Concert" series lets out. The rush of happy children and their caregivers through the lobby is exciting (and so is the line of patrons waiting to check out soon after).
- 2) Patrons have continued to comment on the wide range of items available in our ever-growing Library of Things collection. A rainy June meant our circulating umbrellas made a few appearances, leading patrons to comment on how much they appreciated having those available. Another patron expressed excitement over us adding DIY and craft items to the Library of Things. She enjoyed the item she checked out and expressed appreciation for having the opportunity to check it out and test it before potentially deciding to purchase it for herself.
- 3) A patron also expressed their appreciation for our Lucky Day collection in the lobby. She said that the Lucky Day collection has allowed her to try new things that she normally wouldn't have checked out before. She was excited to have the opportunity to check out high demand items without a long wait.

Building & Security

- 1) Our building automation project has been completed. The final portion of the project was rebalancing the system air circulation volume. We are still having some punch list items worked on, but the new system is fully operational.
- 2) We are now embarking on our next capital building project, the concrete facia repair and building sealant project. We have contracted with Shales McNutt Construction to manage this project, including preparing the bid specifications and running the closed bid process. The bid notice was published on June 20, and the bid opening will be on July 13.
- 3) We had our annual inspection for bed bugs by Canine Detection & Inspection Services. This firm uses specially trained dogs to inspect for any infestations and once again we received a clean report.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Collection & Bibliographic Services

- 1) Work began on relocating the Youth department's collection of games, puppets, puzzles, and toys to the Library of Things under a new category – LoT Jr. With this relocation, all of the “things” will be unified under one umbrella, allowing for consistency in loan rules, with the added benefit of raising the overall visibility of these items. This project required reclassification and new processing for the new items.

Marketing

- 1) Our e-newsletter continues to be one of our best marketing pieces. The highest click-through rate (33%) was for the Summer Reading post and the Illinois Libraries Present “Braiding Sweetgrass and the Honorable Harvest: A Conversation with Robin Wall Kimmerer” author event. The new website post also received a lot of traffic.
- 2) The patron response to the youth Summer Reading t-shirts, designed by Marketing, has been overwhelmingly positive, and it’s been fun to see our shirts all over the community. We are planning to expand to teen and adult sizes in 2024.

Information Technology

- 1) On Sunday, June 4, we went live on a new timeclock system that is integrated with our payroll system. Streamlining from two separate systems to one reduced the amount of time it takes to process payroll and increases accuracy. The new system also requires a higher level of individual employee approval, which adds an extra layer of accuracy and verification of hours worked.
- 2) A new fiber network connection to the South Branch was installed and activated. The new connection is point-to-point and offers up to 500M of bandwidth – more than 10x faster than the previous connection. Computers at South Branch will now operate essentially the same as at the Main Library location, which will clear up several performance issues and provide better service to the community and staff.
- 3) We upgraded all of the circulating hotspots to a 5G model which offers a significant increase in internet connection speed.

Human Resources & Learning

- 1) Number of open positions: 2, Finance Manager (FT) and Computer Technician (FT)
- 2) Number of vacant positions filled: 1, Fiction/AV/Teen Assistant Department Head (FT)
- 3) Number of separations: 2
- 4) Staff anniversaries:
 - a. Rory Dennison, Circulation Assistant, 5 years
 - b. Kelly Watson, Collection Resource Manager, 5 years
- 5) The American Library Association Annual Conference was held in Chicago, June 22-June 27. Having it in “our backyard” allowed us to send 16 staff members from various departments who will share their insights with others at a program in August.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Friends of the Mount Prospect Public Library

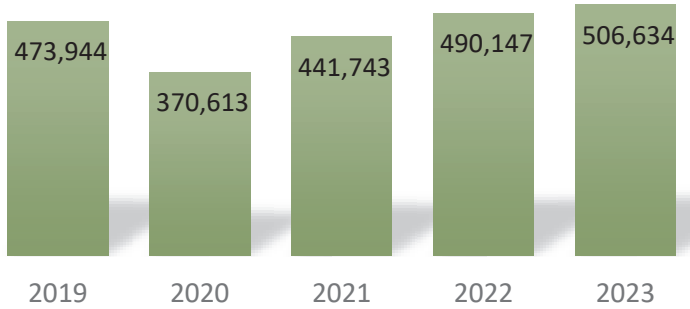
- 1) Officers were elected at the June meeting: President, Pat Klawitter and Treasurer, Judy Roraff.
- 2) The Friends approved a mid-year request of \$1,340 to fund two youth Super Saturday events in October and November.

Mount Prospect Public Library Foundation

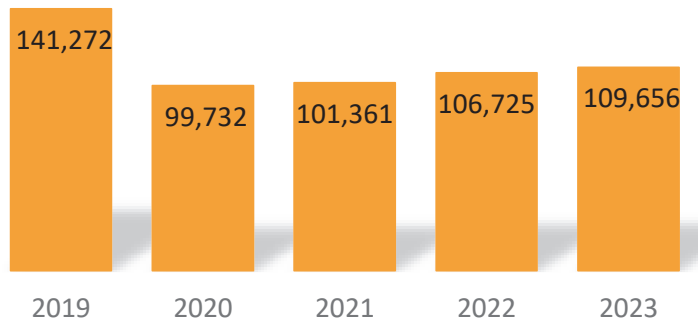
- 1) Sadly, longtime board member and library advocate, Burt Schultz, passed away. He was on the board for many years and was a great advocate for the library. He will be missed.
- 2) Officers were elected at the June meeting: President, Gail Bajkowski and Treasurer, Suzanne Townsend. The Vice President office will remain open for the time being.

Mount Prospect Public Library
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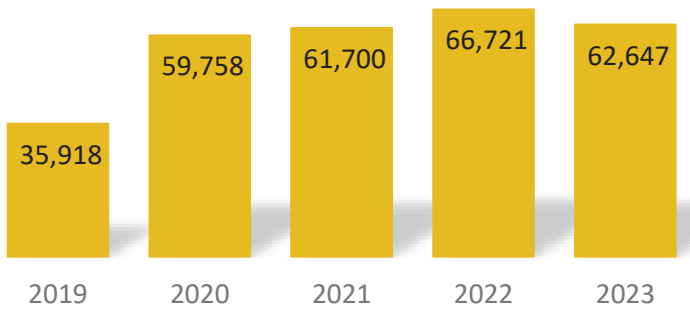
Overall Circulation YTD



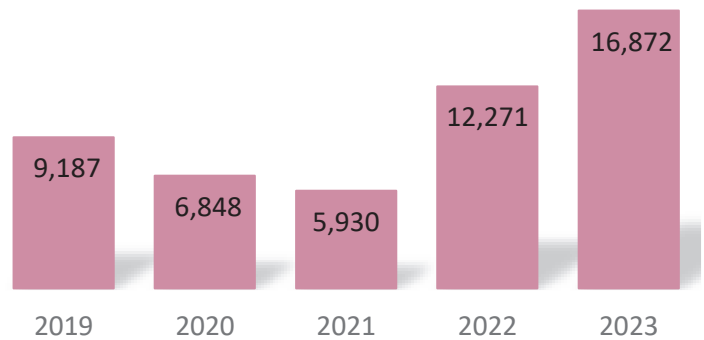
AV Circulation YTD



eMedia Circulation YTD

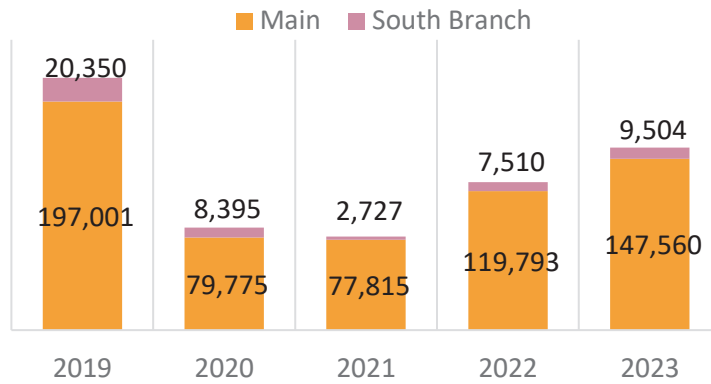


Other Circulation YTD

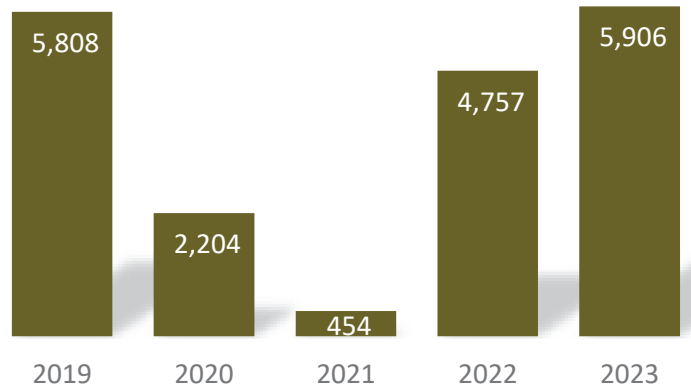


Mount Prospect Public Library
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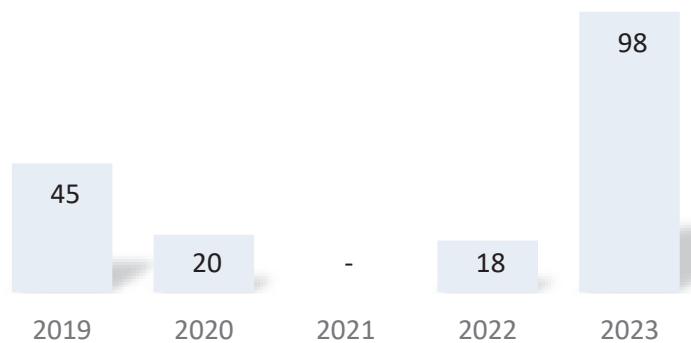
2023 Door Count - YTD



Study Room Usage YTD

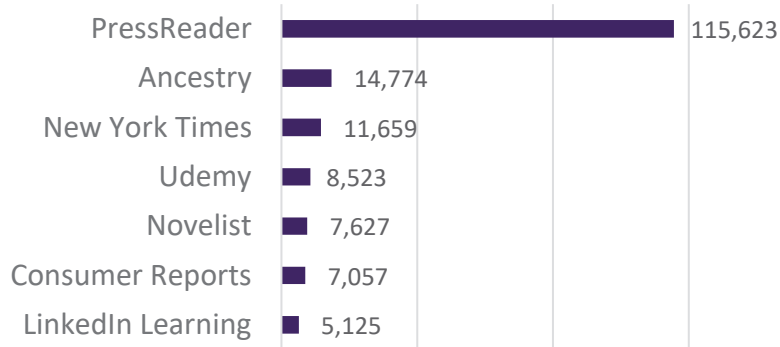


Meeting Room Usage by Public YTD

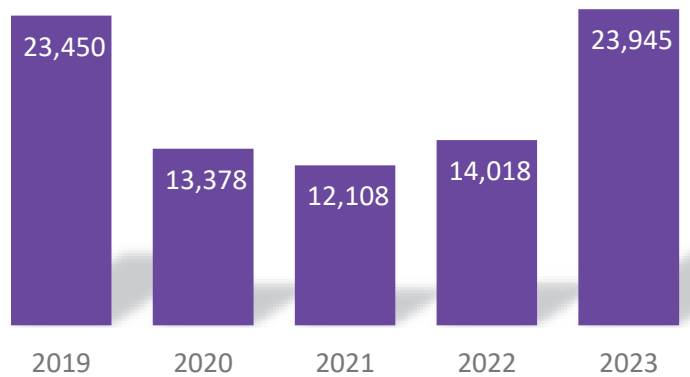


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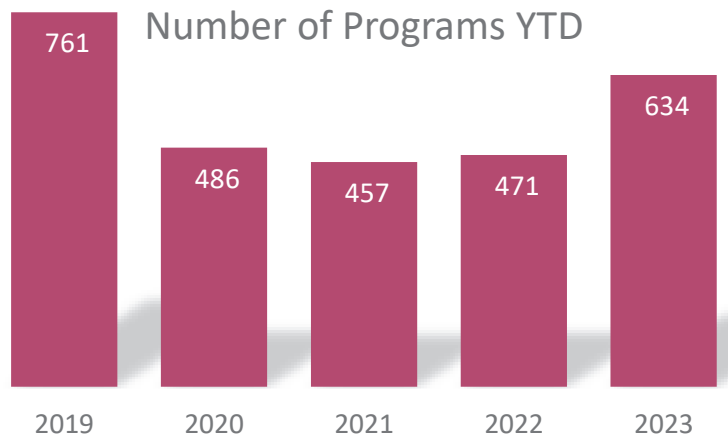
2023 YTD Top Databases



Program Attendance YTD

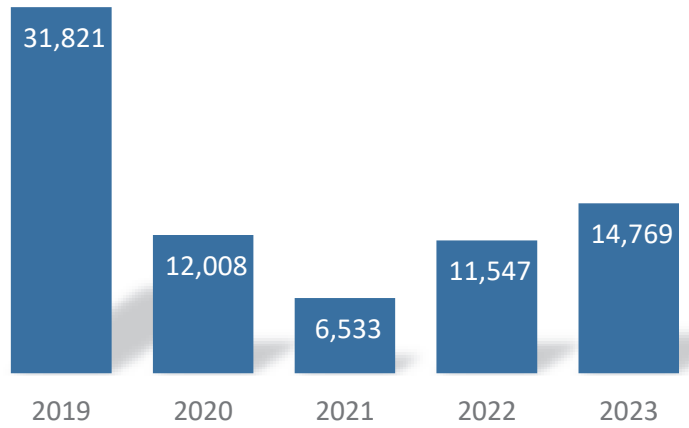


Number of Programs YTD

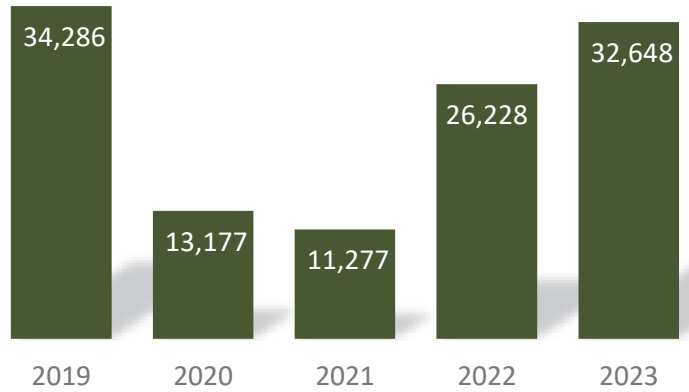


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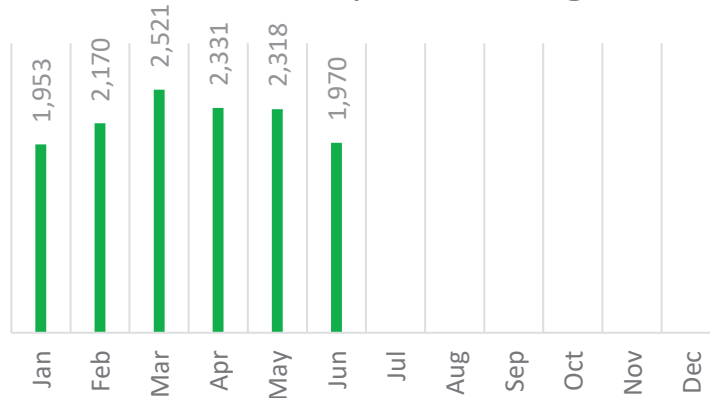
Public Computer Hours Usage YTD



Wireless Unique Users YTD



2023 Monthly Locker Usage



June 2023 Strategic Plan Progress Report

Year One Progress Report

June 2023 marks the end of the first year of the 2022-2025 Strategic Plan. We officially kicked off on July 1, 2022.

Completed

We completed 9 of the 27 activities in the first year, putting us at 33% completed, which is exactly on target.

1. Create Master Facility Plan for Main
2. Define benefits/requirements of shared CCC
3. Mini refresh of South Branch
4. Implement new website
5. Evaluate library open hours
6. Evaluate library holidays
7. Evaluate joining a consortium
8. Establish non-holdable collection
9. Create Digital Media Lab

In Progress

Of the remaining 18 activities, 9 have been started and are expected to be completed on time by June 2024.

1. Identify Master Facility Plan timeline & funding
2. Identify new services & resources for new CCC
3. Evaluate passport & plate sticker service
4. Evaluate and improve adult programs
5. Increase adult program coordination
6. Evaluate outreach vehicle
7. Increase electronic materials budget
8. Increase Library of Things collection
9. Develop evergreen service offering collateral

Not Yet Started

The remaining 9 activities are slated for year three, ending June 2025.

1. Expand/improve/relocated CCC/South Branch
2. Conduct signage audit at Main
3. Conduct display/shelving audit at Main
4. Investigate self-service installations
5. Identify additional outreach visits/programs
6. Create library card campaigns
7. Create and Implement Marketing Plan
8. Conduct technology audit
9. Evaluate makerspace opportunities

Organizational Competencies

In addition to the primary activities, there are a few Organizational Competencies identified. These are internal items that need to be completed in order to support the primary goals of the plan.

Completed Organizational Competencies

1. Clarify the objective of the Marketing department and clearly identify the purpose and desired outcomes. Collaborate with other library departments to identify priorities and best practices in order to maximize patron awareness.
2. Conduct a Marketing departmental assessment, including divisions of responsibility and workload.
3. Evaluate Marketing staffing and resources and adjust to meet the identified needs of the library, including revising processes and procedures as necessary.

There is one other Organizational Competency that is slated to be completed by June 2025:

1. Identify services that are no longer adding value. Discontinue these services gently, understanding that they may be brought back in the future as needed.

At the August Board meeting we will discuss the next year of the plan, confirming the planned activities, and consider any potential changes.

MPPL Strategic Plan Status: June 2023 - Year One

