

Regular Board Meeting  
August 17, 2023, 7:00 p.m.  
Meeting Room B

**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** 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. 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 July 20, 2023 **(3-5)**
  - b. July 2023 Bills **(6)** and Financial Reports **(7-18)**
  - c. Closure of Library on Friday, November 3, 2023 for Staff In-Service Day
6. **Staff Presentation – Kelly Watson, Collection Resource Manager**
7. **Preliminary 2023 Levy Discussion**
8. **Review/Approve Renovation "Project A" (19-21)**
9. **Executive Director Report (2)**
  - a. July 2023 Library Activity Report **(22-29)**
  - b. Strategic Plan Annual Review and Update **(30)**
10. **Trustee Reports and Comments**
11. **Upcoming Meetings and Events Calendar**
  - a. August 28 – Foundation Board Meeting – Marie Bass
  - b. September 7, 7:00 p.m. – Finance Committee Meeting
    - i. Review draft 2024 working budget and 2023 levy
  - c. September 21, 7:00 p.m. – Regular Board Meeting
    - i. Approve appropriation budget and levy
  - d. September 25 – Foundation Board Meeting – Rosemary Groenwald
12. **Adjournment**

**Library Director Report**  
**August 17, 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. **Staff Presentation – Collection Diversity Audit.** This is agenda item 6. Kelly Watson, Collection Resource Manager, will explain what a collection diversity audit is, how we have implemented it at MPPL, and the initial impact.
3. **Preliminary 2023 Levy Discussion.** This is agenda item 7. We will discuss property tax levy options in advance of creating the draft 2024 budget. This is not a decision point, but an opportunity to have a conversation prior to the formal budget presentation next month.

The full proposal, including the working budget, levy, appropriation budget, and salary scale will be presented at the Finance Committee meeting on September 7, 2023 at 7:00 p.m. Even though it is a Finance Committee meeting, all Trustees are welcome to attend.

The anticipated timeline for the Board to participate, review, and approve is:

- a. August 17 – preliminary 2023 levy discussion
  - b. September 7 – Finance Committee reviews draft 2024 working budget and 2023 levy
  - c. September 21 – Regular Board approves the appropriation budget and levy
  - d. October – MPPL submits levy request to Village
  - e. November/December – Regular Board approves working budget amendments (if any)
4. **Review/Approve Renovation “Project A”.** This is agenda item 8. Please see the memo included in the packet for more information.

Regular Board Meeting  
July 20, 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 7:01 p.m. by Kristine O'Sullivan, Vice President.

2. Roll Call

Present: Mary Anne Benden, Sylvia Fulk, Brian Gilligan [via Zoom], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: Marie Bass

Staff Present: Anne Belden, Jo Broszczak, Su Reynders

Visitors: Jamie Rachlin, Meristem Advisors LLC; Don Shaw, Lauterbach & Amen, LLP; Jerry Peterson

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

3. Public Comment

A resident of Mount Prospect made comments regarding a hearing loop system to better accommodate people with hearing aids when attending a program in Meeting Room A.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of June 15, 2023
- b. June 2023 Bills and Financial Reports

Vice President O'Sullivan removed the Structure and Sealants bid award from the consent agenda for a separate discussion and vote.

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

Director Reynders presented the results from the bid opening for the 2023 Structure and Sealants project.

Motion was made by Trustee Groenwald and seconded by Trustee Bender to award the bid to the lowest responsible bidder, Berglund Construction Company, at a combined cost of \$255,000 as presented. Roll Call Vote: AYES: Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: Bass. ABSTAIN: None. Motion carried.

5. 2022 Audit Presentation – Don Shaw, Lauterbach & Amen, LLP

Don Shaw with Lauterbach & Amen, LLP presented the 2022 audit to the Board and answered questions. He stated that the audit was “clean” again this year and thanked staff for their help during the audit.

6. Second Quarter Financial Review

Director Reynders reviewed financial results from the second quarter of 2023. She reported that Cook County has confirmed the second installment property tax bills are planned to go out by November 1 and will be due on December 1.

7. Master Plan Review and Funding

Director Reynders presented the project costs and floor plans for the Master Facility Plan project to the Board. She explained that the library will begin with Project A, which includes the first-floor circulation workroom, to meet the deadline for the CCS consortium set to go live in October 2024. The Board will continue to review the phases and funding options in August and be prepared to decide on Project A no later than September.

Financial Advisor Jamie Rachlin from Meristem Advisors gave a presentation on the library's financial projections and reviewed potential funding options for the Master Facility Plan project.

8. Executive Director Report

- a. June 2023 Library Activity Report
- b. Strategic Plan Update

Director Reynders reviewed the highlights of the monthly library report and strategic plan progress and answered questions. She also led a discussion to revisit interest for a Joint Boards Dinner, and the Library Board expressed their enthusiasm. Staff will send out a survey to the Library Board, Friends Board, and Foundation Board to gauge interest for an event this fall or next spring.

Trustee O'Sullivan thanked staff who participated in the July 4<sup>th</sup> parade.

9. Trustee Reports and Comments

Trustees Fulk and O'Sullivan assisted at the Friends Book Sale held on July 15-16. Trustee Fulk reported that the book sales were a huge success with the highest grossing sales recorded to date.

Trustee Fulk mentioned that Ed Rechner, a longtime Friends board member recently passed away.

Trustee Haas attended the June 26 Foundation Board meeting and reported that the Board is actively recruiting new members.

10. Upcoming Meetings and Events Calendar

- a. No Foundation Board Meeting held in July
- b. August 3 – Committee of the Whole Meeting – Cancelled
- 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

The August 3 Committee of the Whole meeting has been cancelled.

11. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:28 p.m. Voice vote carried.

---

Sylvia Fulk, Secretary

**Mount Prospect Public Library**

**Board of Trustees**

Treasurer's Report

**Fund Balances as of July 31, 2023**

Library General Fund	6,567,636.11
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,502,229.15
Debt Service Fund	0.00
Gift Fund	559,263.27
<b>Total All Funds</b>	<b>14,745,174.79</b>

**Disbursements July 2023**

<b>\$</b>	<b>1,063,783.88</b>
-----------	---------------------

**Financial Summary**

**Fund Balances**

Combined Balance Library & Working Cash Funds	\$	8,683,682
Annual Operating Budget 2023	\$	10,143,700
Combined Balance - Months in Reserve		10.3
Combined Balance - Percentage in Reserve		86%

**YTD June Spending**

- \* We're on target with spending, and our YTD percentage expended is 53.5%
- \* Last year at this time, we had expended about 56%

**Levy Collection**

- \* To date, 59.42% of the total 2022 Levy has been collected

# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 07/31/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Interest Income	\$33,536.76	\$0.00	\$25,975.61	\$0.00	\$0.00	\$59,512.37
Miscellaneous Fees	\$3,268.94	\$0.00	\$0.00	\$0.00	\$0.00	\$3,268.94
Friends Reimbursement	\$173.89	\$0.00	\$0.00	\$0.00	\$0.00	\$173.89
Village Reimbursement	\$808.15	\$0.00	\$0.00	\$0.00	\$0.00	\$808.15
Miscellaneous Income	\$7.00	\$0.00	\$0.00	\$0.00	\$281.38	\$288.38
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
<b>Total Revenues</b>	<b>\$37,794.74</b>	<b>\$0.00</b>	<b>\$25,975.61</b>	<b>\$0.00</b>	<b>\$331.38</b>	<b>\$64,101.73</b>
<b>Expenses</b>						
Salaries & Benefits	\$593,390.60	\$0.00	\$0.00	\$0.00	\$0.00	\$593,390.60
Management Expense	\$18,683.09	\$0.00	\$0.00	\$0.00	\$0.00	\$18,683.09
Operating Expense	\$25,443.72	\$0.00	\$0.00	\$0.00	\$0.00	\$25,443.72
Building Expense	\$41,638.81	\$0.00	\$29,887.41	\$0.00	\$0.00	\$71,526.22
Library Materials	\$109,883.88	\$0.00	\$0.00	\$0.00	\$0.00	\$109,883.88
Reimbursable Expense	\$2,470.50	\$0.00	\$0.00	\$0.00	\$0.00	\$2,470.50
<b>Total Expenses</b>	<b>\$791,510.60</b>	<b>\$0.00</b>	<b>\$29,887.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$821,398.01</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$7,321,351.97</b>	<b>\$2,116,046.26</b>	<b>\$5,506,140.95</b>	<b>\$0.00</b>	<b>\$558,931.89</b>	<b>\$15,502,471.07</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$753,715.86)</b>	<b>\$0.00</b>	<b>(\$3,911.80)</b>	<b>\$0.00</b>	<b>\$331.38</b>	<b>(\$757,296.28)</b>
<b>ENDING FUND BALANCE</b>	<b>\$6,567,636.11</b>	<b>\$2,116,046.26</b>	<b>\$5,502,229.15</b>	<b>\$0.00</b>	<b>\$559,263.27</b>	<b>\$14,745,174.79</b>

# Mount Prospect Public Library Revenue Report

For the Period Ended 07/31/2023

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$0.00	\$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	\$33,536.76	\$206,625.77	\$0.00	(\$206,625.77)	0.00%	0.00%
Fees	\$3,207.94	\$18,794.43	\$12,700.00	(\$6,094.43)	147.99%	(47.99%)
For Sale Items	\$61.00	\$351.00	\$200.00	(\$151.00)	175.50%	(75.50%)
Miscellaneous Income	\$7.00	\$70,004.29	\$0.00	(\$70,004.29)	0.00%	0.00%
Friends Reimbursement	\$173.89	\$2,043.39	\$34,200.00	\$32,156.61	5.97%	94.03%
Foundation Reimbursement	\$0.00	\$8,232.41	\$9,675.00	\$1,442.59	85.09%	14.91%
Village Reimbursement	\$808.15	\$1,616.30	\$1,750.00	\$133.70	92.36%	7.64%
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%
<b>Total Library Fund</b>	<b>\$37,794.74</b>	<b>\$6,657,493.88</b>	<b>\$10,829,621.00</b>	<b>\$4,172,127.12</b>	<b>61.47%</b>	<b>38.53%</b>

## 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%
<b>Total Working Cash Fund</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>

## Capital Projects Fund

Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$25,975.61	\$146,509.94	\$0.00	(\$146,509.94)	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%
<b>Total Capital Projects Fund</b>	<b>\$25,975.61</b>	<b>\$146,509.94</b>	<b>\$600,000.00</b>	<b>\$453,490.06</b>	<b>24.42%</b>	<b>75.58%</b>



# Mount Prospect Public Library Revenue Report

For the Period Ended 07/31/2023

	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	\$281.38	\$2,448.00	\$5,000.00	\$2,552.00	48.96%	51.04%
Donations	\$50.00	\$1,803.06	\$0.00	(\$1,803.06)	0.00%	0.00%
Total Gift Fund	\$331.38	\$4,251.06	\$5,000.00	\$748.94	85.02%	14.98%

# Mount Prospect Public Library Expense Report

For the Period Ended 07/31/2023

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$470,139.00	\$3,174,084.18	\$5,840,000.00	\$2,665,915.82	54.35%	45.65%
IMRF	\$27,235.86	\$179,756.71	\$335,000.00	\$155,243.29	53.66%	46.34%
MC/FICA	\$33,666.57	\$228,108.79	\$447,000.00	\$218,891.21	51.03%	48.97%
Medical Insurance	\$62,192.82	\$437,181.42	\$820,000.00	\$382,818.58	53.31%	46.69%
Life Insurance	\$156.35	\$1,069.95	\$3,000.00	\$1,930.05	35.67%	64.34%
Unemployment Compensation Tax	\$0.00	\$15,093.56	\$23,000.00	\$7,906.44	65.62%	34.38%
Total Salaries & Benefits	\$593,390.60	\$4,035,294.61	\$7,468,000.00	\$3,432,705.39	54.03%	45.97%
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	\$519.73	\$42,717.89	\$121,000.00	\$78,282.11	35.30%	64.70%
Marketing	\$1,482.72	\$30,336.55	\$58,000.00	\$27,663.45	52.30%	47.70%
Professional Dues	\$2,782.00	\$13,130.99	\$17,500.00	\$4,369.01	75.03%	24.97%
Board Development	\$0.00	\$345.00	\$7,500.00	\$7,155.00	4.60%	95.40%
Human Resources	\$13,400.35	\$94,241.35	\$158,400.00	\$64,158.65	59.50%	40.50%
Other Operating	\$498.29	\$35,591.94	\$54,900.00	\$19,308.06	64.83%	35.17%
Total Management Expenses	\$18,683.09	\$224,013.72	\$427,700.00	\$203,686.28	52.38%	47.62%
Operating Expenses						
Telecommunications	\$4,583.28	\$19,282.68	\$35,550.00	\$16,267.32	54.24%	45.76%
Insurance	\$0.00	\$91,322.51	\$122,000.00	\$30,677.49	74.85%	25.15%
Office Supplies	\$1,704.79	\$12,157.05	\$27,350.00	\$15,192.95	44.45%	55.55%
Library Supplies	\$407.42	\$6,607.01	\$20,800.00	\$14,192.99	31.76%	68.24%
Postage	\$146.34	\$10,663.92	\$31,700.00	\$21,036.08	33.64%	66.36%
Contract Services	\$13,056.72	\$16,194.14	\$49,000.00	\$32,805.86	33.05%	66.95%
Software	\$5,545.17	\$85,651.10	\$174,500.00	\$88,848.90	49.08%	50.92%
Total Operating Expenses	\$25,443.72	\$241,878.41	\$460,900.00	\$219,021.59	52.48%	47.52%

# Mount Prospect Public Library Expense Report

For the Period Ended 07/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$12,825.00	\$80,451.15	\$132,200.00	\$51,748.85	60.86%	39.14%
Hardware & System Maintenance	\$220.27	\$75,093.57	\$142,700.00	\$67,606.43	52.62%	47.38%
Janitorial	\$5,492.54	\$35,727.08	\$69,900.00	\$34,172.92	51.11%	48.89%
Equipment	\$19,951.54	\$55,906.18	\$177,500.00	\$121,593.82	31.50%	68.50%
Utilities	\$3,149.46	\$24,923.04	\$77,000.00	\$52,076.96	32.37%	67.63%
Total Building Expenses	\$41,638.81	\$272,101.02	\$599,300.00	\$327,198.98	45.40%	54.60%
Services and Resources						
Adult Print	\$16,231.42	\$101,045.00	\$226,900.00	\$125,855.00	44.53%	55.47%
Adult AV	\$4,176.20	\$24,330.60	\$63,500.00	\$39,169.40	38.32%	61.68%
Youth Print	\$7,237.93	\$75,923.52	\$151,400.00	\$75,476.48	50.15%	49.85%
Youth AV	\$3,724.63	\$11,747.18	\$34,300.00	\$22,552.82	34.25%	65.75%
Magazines	\$1,062.37	\$16,361.65	\$19,300.00	\$2,938.35	84.78%	15.22%
Electronic Resources	\$46,779.15	\$142,777.45	\$181,200.00	\$38,422.55	78.80%	21.20%
Digital Media	\$19,303.72	\$144,833.45	\$303,800.00	\$158,966.55	47.67%	52.33%
E-Learning	\$0.00	\$42,067.93	\$48,000.00	\$5,932.07	87.64%	12.36%
Library of Things	\$4,793.51	\$43,850.91	\$50,000.00	\$6,149.09	87.70%	12.30%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$1,220.05	\$13,498.34	\$26,400.00	\$12,901.66	51.13%	48.87%
Programs	\$5,354.90	\$34,280.85	\$82,300.00	\$48,019.15	41.65%	58.35%
Total Services and Resources	\$109,883.88	\$651,401.30	\$1,187,800.00	\$536,398.70	54.84%	45.16%
Transfers						
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$465.00	\$8,447.90	\$9,675.00	\$1,227.10	87.32%	12.68%
Friends Expenses	\$148.95	\$2,159.96	\$34,200.00	\$32,040.04	6.32%	93.68%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$1,856.55	\$2,247.73	\$1,750.00	(\$497.73)	128.44%	(28.44%)
Total Sponsored Expenses	\$2,470.50	\$12,855.59	\$45,625.00	\$32,769.41	28.18%	71.82%
Total Library Fund	\$791,510.60	\$5,437,544.65	\$10,789,325.00	\$5,351,780.35	50.40%	49.60%

# Mount Prospect Public Library Expense Report

For the Period Ended 07/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
<b><u>Capital Project Fund</u></b>						
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	\$29,887.41	\$613,416.41	\$240,000.00	(\$373,416.41)	255.59%	(155.59%)
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%
<b>Total Capital Project Fund</b>	<b>\$29,887.41</b>	<b>\$613,416.41</b>	<b>\$240,000.00</b>	<b>(\$373,416.41)</b>	<b>255.59%</b>	<b>(155.59%)</b>

<b><u>Debt Service Fund</u></b>						
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%
<b>Total Debt Service</b>	<b>\$0.00</b>	<b>\$736,364.35</b>	<b>\$0.00</b>	<b>(\$736,364.35)</b>	<b>0.00%</b>	<b>0.00%</b>

<b><u>Gift Fund</u></b>						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$4,335.37	\$50,000.00	\$45,664.63	8.67%	91.33%
300-7060-99 Circulating Materials	\$0.00	\$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%
<b>Total Gift Fund</b>	<b>\$0.00</b>	<b>\$18,388.31</b>	<b>\$50,000.00</b>	<b>\$31,611.69</b>	<b>36.78%</b>	<b>63.22%</b>

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 07/31/2023

Date	Reference	Credit Amount
07/02/2023	AMAZON	\$ 8.99
07/02/2023	AMAZON	\$ 8.99
07/02/2023	THE GREAT COURSES	\$ 49.45
07/02/2023	ILLINOIS LIBRARY ASS	\$ 100.00
07/02/2023	ZOOM	\$ 180.00
07/02/2023	NAYAX LLC	\$ 2.00
07/03/2023	VILLAGE OF MOUNT PRO	\$ 31.50
07/03/2023	AMAZON	\$ 8.99
07/03/2023	THE WALL STREET JOUR	\$ 59.99
07/03/2023	AMAZON	\$ 110.72
07/04/2023	COSTCO	\$ 25.97
07/04/2023	DISNEY	\$ 14.99
07/04/2023	HBO	\$ 149.99
07/04/2023	NETFLIX	\$ 19.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	NETFLIX	\$ 19.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	AMAZON	\$ 8.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	NETFLIX	\$ 19.99
07/04/2023	AMAZON	\$ 8.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	NETFLIX	\$ 19.99
07/04/2023	AMAZON	\$ 8.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	DISNEY	\$ 14.99
07/04/2023	NETFLIX	\$ 19.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	PEACOCK	\$ 4.99
07/04/2023	PEACOCK	\$ 4.99
07/04/2023	AMAZON	\$ 8.99
07/04/2023	PEACOCK	\$ 4.99
07/04/2023	PEACOCK	\$ 49.99
07/04/2023	AMAZON	\$ 24.08
07/05/2023	VILLAGE OF MOUNT PRO	\$ 1,357.80
07/05/2023	GUARDIAN	\$ 3,627.48
07/05/2023	AMAZON	\$ 8.99
07/05/2023	AMAZON	\$ 8.99
07/05/2023	AMAZON	\$ 8.99
07/05/2023	MICROSOFT	\$ 6.60
07/06/2023	FRIENDS OF THE MPPL	\$ 83.51
07/06/2023	CONSTELLATION NEW EN	\$ 1,026.50
07/06/2023	DISNEY	\$ 14.99
07/06/2023	AMAZON	\$ 23.93
07/07/2023	Payroll 2023-0707	\$ 149,331.27
07/07/2023	Payroll 2023-0707	\$ 56,476.77
07/07/2023	AMERICAN LANDSCAPING	\$ 608.00
07/07/2023	AMERICAN NATIONAL SK	\$ 869.00
07/07/2023	ANDERSON LOCK CO. LT	\$ 2,465.00
07/07/2023	BAKER & TAYLOR, INC.	\$ 7,035.66
07/07/2023	BISHOP PLUMBING, INC	\$ 1,595.05

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 07/31/2023

Date	Reference	Credit Amount
07/07/2023	CHILDREN'S PLUS INC.	\$ 75.23
07/07/2023	CRIMSON MULTIMEDIA D	\$ 75.04
07/07/2023	DEMCO	\$ 71.12
07/07/2023	ELM USA, INC.	\$ 337.39
07/07/2023	ILCMA	\$ 100.00
07/07/2023	INGRAM	\$ 227.58
07/07/2023	LIBRARY IDEAS, LLC	\$ 46.26
07/07/2023	MENARDS	\$ 39.27
07/07/2023	MIDWEST TAPE	\$ 407.28
07/07/2023	MOBILE BEACON	\$ 18,705.00
07/07/2023	NANNY NIKKI MUSIC, L	\$ 475.00
07/07/2023	NORTHBROOK PUBLIC LI	\$ 600.00
07/07/2023	OVERDRIVE, INC.	\$ 188.76
07/07/2023	PLAYAWAY PRODUCTS LL	\$ 179.67
07/07/2023	RAILS	\$ 22,726.00
07/07/2023	TECHNOLOGY MANAGEMEN	\$ 785.60
07/07/2023	THOMSON REUTERS-WE	\$ 294.20
07/07/2023	TRU GREEN-CHEM LAWN	\$ 231.37
07/07/2023	WAREHOUSE DIRECT	\$ 321.35
07/07/2023	AT&T ACH	\$ 731.90
07/07/2023	EMPLOYEE BENEFITS CO	\$ 1,513.09
07/07/2023	AFLAC	\$ 266.81
07/07/2023	AMAZON	\$ 14.98
07/07/2023	SYNOLOGY C2 OPERATIO	\$ 47.69
07/07/2023	ILLINOIS LIBRARY ASS	\$ 225.00
07/07/2023	FUN EXPRESS	\$ 90.94
07/07/2023	AMC PLUS	\$ 83.88
07/07/2023	BRITBOX	\$ 79.99
07/07/2023	NETFLIX	\$ 19.99
07/07/2023	NETFLIX	\$ 19.99
07/07/2023	NETFLIX	\$ 19.99
07/09/2023	AMAZON	\$ 112.20
07/09/2023	FUN EXPRESS	\$ 49.99
07/09/2023	HBO	\$ 149.99
07/09/2023	HBO	\$ 149.99
07/09/2023	HBO	\$ 149.99
07/09/2023	HBO	\$ 149.99
07/09/2023	ALA	\$ 199.00
07/09/2023	HBO	\$ 149.99
07/09/2023	HBO	\$ 149.99
07/09/2023	HBO	\$ 149.99
07/09/2023	HBO	\$ 149.99
07/09/2023	BRAVO BAKERY	\$ 5.99
07/09/2023	COLUMBUS FOODS	\$ 8.38
07/09/2023	JEWEL OSCO	\$ 9.17
07/09/2023	KD MARKET	\$ 9.70
07/10/2023	EXPERT PAY CHILD SUP	\$ 188.31
07/10/2023	SHELL OIL COMPANY	\$ 45.39
07/10/2023	SHELL OIL COMPANY	\$ 140.77
07/10/2023	AT&T ACH	\$ 96.09
07/10/2023	BAKERY CRESCENT	\$ 6.55
07/11/2023	VILLAGE OF MOUNT PRO	\$ 87,038.24
07/11/2023	USPS	\$ 8.05
07/11/2023	DAILY HERALD	\$ 34.60
07/11/2023	AMERICAN LIBRARY ASS	\$ 10.00
07/12/2023	REPUBLIC SERVICES #5	\$ 303.49
07/12/2023	USPS	\$ 8.47
07/12/2023	YOTO USA	\$ 403.95
07/12/2023	AMAZON	\$ 8.99

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 07/31/2023

Date	Reference	Credit Amount
07/12/2023	AMAZON	\$ 12.80
07/12/2023	EXPERT AQUARIUM SERV	\$ 345.00
07/12/2023	EXPERT AQUARIUM SERV	\$ 695.00
07/13/2023	ICMA RETIREMENT TRUS	\$ 7,110.81
07/13/2023	THE HOME DEPOT CRC	\$ 695.74
07/13/2023	CHASE BANK	\$ 22,371.74
07/13/2023	HBO	\$ 149.99
07/13/2023	NETFLIX	\$ 19.99
07/13/2023	NETFLIX	\$ 19.99
07/13/2023	NETFLIX	\$ 19.99
07/13/2023	YOTO USA	\$ 51.61
07/13/2023	YOTO USA	\$ 538.78
07/13/2023	AMAZON	\$ 197.94
07/13/2023	AQUENT LLC	\$ 600.00
07/13/2023	AMAZON	\$ 54.22
07/13/2023	USPS	\$ 3.59
07/13/2023	CHICAGO TRIBUNE	\$ 324.00
07/13/2023	BARRONS	\$ 29.99
07/14/2023	BAKER & TAYLOR, INC.	\$ 4,038.84
07/14/2023	CANINE DETECTION & I	\$ 2,200.00
07/14/2023	CHILDREN'S PLUS INC.	\$ 50.80
07/14/2023	DELL MARKETING L.P.	\$ 2,363.65
07/14/2023	DEMCO	\$ 99.34
07/14/2023	DISCOVERY CENTER MUS	\$ 465.00
07/14/2023	IMAGING ESSENTIALS,	\$ 841.64
07/14/2023	JAMES A. EDSTROM	\$ 200.00
07/14/2023	JOHN F. LYNN	\$ 275.00
07/14/2023	LAUREN MILLIGAN	\$ 200.00
07/14/2023	MENARDS	\$ 2.18
07/14/2023	OLD TOWN SCHOOL OF F	\$ 300.00
07/14/2023	OVERDRIVE, INC.	\$ 10,342.02
07/14/2023	PLAYAWAY PRODUCTS LL	\$ 59.49
07/14/2023	PRODUCT LLC	\$ 5,000.00
07/14/2023	W. W. GRAINGER, INC.	\$ 299.32
07/14/2023	WAREHOUSE DIRECT	\$ 742.55
07/14/2023	APPLE.COM	\$ 69.00
07/14/2023	APPLE.COM	\$ 69.00
07/14/2023	DISNEY	\$ 19.99
07/14/2023	KD MARKET	\$ 22.40
07/14/2023	AMAZON	\$ 749.00
07/14/2023	STATION 34	\$ 43.25
07/14/2023	USPS	\$ 8.24
07/14/2023	USPS	\$ 9.39
07/16/2023	APPLE.COM	\$ 69.00
07/16/2023	OFFICE DEPOT	\$ 323.35
07/16/2023	PARAMOUNT+	\$ 99.99
07/16/2023	PARAMOUNT+	\$ 99.99
07/16/2023	PARAMOUNT+	\$ 99.99
07/16/2023	PARAMOUNT+	\$ 99.99
07/16/2023	PARAMOUNT+	\$ 99.99
07/16/2023	PARAMOUNT+	\$ 99.99
07/16/2023	PARAMOUNT+	\$ 99.99
07/16/2023	AMAZON	\$ 11.99
07/16/2023	USPS	\$ 17.44
07/16/2023	AMAZON	\$ 65.28
07/17/2023	STAPLES BUSINESS ADV	\$ 15.02
07/17/2023	STAPLES BUSINESS ADV	\$ 108.00
07/17/2023	STAPLES BUSINESS ADV	\$ 24.07
07/17/2023	STAPLES BUSINESS ADV	\$ 78.32

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 07/31/2023

Date	Reference	Credit Amount
07/17/2023	STAPLES BUSINESS ADV	\$ 537.50
07/17/2023	STAPLES BUSINESS ADV	\$ 103.10
07/17/2023	STAPLES BUSINESS ADV	\$ 46.13
07/17/2023	STAPLES BUSINESS ADV	\$ 21.74
07/17/2023	PARAMOUNT+	\$ 99.99
07/18/2023	S&S Worldwide	\$ 315.13
07/18/2023	AMAZON	\$ 97.99
07/18/2023	4-IMPRINT	\$ 243.14
07/18/2023	AMAZON	\$ 83.65
07/18/2023	AMAZON	\$ 41.68
07/18/2023	WALMART	\$ 54.48
07/18/2023	THE GREAT COURSES	\$ 401.11
07/19/2023	DOLLAR TREE	\$ 2.50
07/19/2023	PARAMOUNT+	\$ 99.99
07/19/2023	USPS	\$ 33.38
07/19/2023	AMAZON	\$ 180.90
07/20/2023	APPLE.COM	\$ 69.00
07/20/2023	SHRM	\$ 244.00
07/20/2023	AQUENT LLC	\$ 480.00
07/20/2023	PARAMOUNT+	\$ 99.99
07/20/2023	CARNICERIA GUZMAN	\$ 10.23
07/20/2023	AMAZON	\$ 5.99
07/20/2023	AMAZON	\$ 35.68
07/20/2023	AMAZON	\$ 3.99
07/20/2023	AMAZON	\$ 15.96
07/21/2023	Payroll 2023-0721	\$ 144,561.24
07/21/2023	Payroll 2023-0721	\$ 54,218.18
07/21/2023	ACCURATE EMPLOYMENT	\$ 80.56
07/21/2023	BAKER & TAYLOR, INC.	\$ 1,206.71
07/21/2023	COSTCO	\$ 180.00
07/21/2023	CRYSTAL MAINTENANCE	\$ 2,980.00
07/21/2023	ILLINI POWER PRODUCT	\$ 909.00
07/21/2023	GREY HOUSE PUBLISHIN	\$ 4,960.00
07/21/2023	INGRAM	\$ 281.84
07/21/2023	INTEGRATED CONTROL T	\$ 102,685.00
07/21/2023	KANOPY, INC.	\$ 642.00
07/21/2023	MANUFACTURERS NEWS I	\$ 478.90
07/21/2023	MARLEN DIAZ	\$ 8.99
07/21/2023	MCCLUSKEY ENGINEERIN	\$ 6,050.00
07/21/2023	MENARDS	\$ 43.53
07/21/2023	MIDWEST TAPE	\$ 4,796.51
07/21/2023	NPN360	\$ 9,235.95
07/21/2023	OVERDRIVE, INC.	\$ 2,495.56
07/21/2023	PEERLESS MARKETING I	\$ 535.03
07/21/2023	PROQUEST INFORMATION	\$ 10,275.04
07/21/2023	ROTARY CLUB OF RIVER	\$ 240.00
07/21/2023	SUPERIOR INDUSTRIAL	\$ 393.25
07/21/2023	SUSAN BENJAMIN	\$ 300.00
07/21/2023	THOMSON REUTERS-WE	\$ 1,588.11
07/21/2023	VALUE LINE PUBLISHIN	\$ 4,900.00
07/21/2023	W. W. GRAINGER, INC.	\$ 74.97
07/21/2023	WAREHOUSE DIRECT	\$ 49.99
07/21/2023	EMPLOYEE BENEFITS CO	\$ 1,733.06
07/21/2023	AMAZON	\$ 11.99
07/21/2023	WALMART	\$ 12.57
07/21/2023	AMAZON	\$ 24.88
07/23/2023	TOTAL RESTROOM	\$ 147.10
07/23/2023	AMAZON	\$ 8.99
07/23/2023	USPS	\$ 24.55



# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 07/31/2023

Date	Reference	Credit Amount
07/23/2023	PADLET SOFTWARE	\$ 24.00
07/23/2023	SPOTIFY	\$ 15.99
07/23/2023	CONSUMER REPORTS ON	\$ 26.00
07/24/2023	AMAZON	\$ 43.17
07/24/2023	AMAZON	\$ 109.74
07/25/2023	ICMA RETIREMENT TRUS	\$ 7,087.43
07/25/2023	EXPERT PAY CHILD SUP	\$ 188.31
07/25/2023	COMCAST BUSINESS	\$ 189.90
07/25/2023	VERIZON WIRELESS	\$ 510.01
07/25/2023	HR SOURCE	\$ 280.00
07/25/2023	NATIONAL ASSOCIATION	\$ 69.00
07/26/2023	USPS	\$ 8.05
07/26/2023	AMAZON	\$ 526.81
07/26/2023	BITTY BAO	\$ 157.85
07/26/2023	ADOBE	\$ 4,364.53
07/27/2023	CONSTELLATION NEW EN	\$ 672.44
07/27/2023	AMAZON	\$ 254.03
07/27/2023	USPS	\$ 8.47
07/27/2023	USPS	\$ 8.47
07/27/2023	COMIX REVOLUTION	\$ 58.85
07/28/2023	AMAZON	\$ 5,811.15
07/28/2023	ANDERSON LOCK CO. LT	\$ 7.73
07/28/2023	BAKER & TAYLOR, INC.	\$ 5,059.14
07/28/2023	BISHOP PLUMBING, INC	\$ 820.80
07/28/2023	CHICAGO FEDERATION O	\$ 173.06
07/28/2023	CHILDREN'S PLUS INC.	\$ 55.94
07/28/2023	CINTAS #22	\$ 125.09
07/28/2023	DAILY HERALD	\$ 340.20
07/28/2023	DYMAXION RESEARCH, L	\$ 2,058.00
07/28/2023	GAMBINO LANDSCAPING	\$ 260.00
07/28/2023	HR SOURCE	\$ 2,070.00
07/28/2023	INGRAM	\$ 375.93
07/28/2023	LIBRARIES FIRST	\$ 360.00
07/28/2023	LIGHTING SUPPLY COMP	\$ 49.23
07/28/2023	MENARDS	\$ 37.81
07/28/2023	MERISTEM ADVISORS, L	\$ 110.00
07/28/2023	MIDWEST TAPE	\$ 26.24
07/28/2023	OLD TOWN SCHOOL OF F	\$ 300.00
07/28/2023	OTIS ELEVATOR COMPAN	\$ 9,244.92
07/28/2023	OVERDRIVE, INC.	\$ 617.28
07/28/2023	SIMON UNIFORM	\$ 691.00
07/28/2023	TIMOTHY COMMUNICATIO	\$ 200.00
07/28/2023	W. W. GRAINGER, INC.	\$ 191.85
07/28/2023	WAREHOUSE DIRECT	\$ 334.87
07/28/2023	GUARDIAN	\$ 3,499.34
07/28/2023	VILLAGE OF MOUNT PRO	\$ 96.00
07/28/2023	VILLAGE OF MOUNT PRO	\$ 47,308.64
07/28/2023	VILLAGE OF MOUNT PRO	\$ 91,301.37
07/28/2023	AMAZON	\$ 180.17
07/28/2023	ETSY	\$ 9.99
07/28/2023	BITTY BAO	\$ 113.00
07/28/2023	DOLLAR TREE	\$ 22.50
07/28/2023	WALMART	\$ 19.41
07/28/2023	SURVEY MONKEY	\$ 372.00
07/28/2023	NINTENDO E-SHOP	\$ 34.99
07/30/2023	OFFICE DEPOT	\$ 14.97
07/30/2023	MICHAELS	\$ 3.19
07/30/2023	MICHAELS	\$ 3.19
07/30/2023	PANERA BREAD	\$ 73.32

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**

For the Period Ended 07/31/2023

<b>Date</b>	<b>Reference</b>	<b>Credit Amount</b>
07/30/2023	PLACEIT EMPOWERKIT	\$ 7.95
07/30/2023	PADDLE.NET	\$ 25.00
07/30/2023	PARTY CITY	\$ 22.00
07/30/2023	USPS	\$ 8.24
07/31/2023	FRIENDS OF THE MPPL	\$ 101.50
07/31/2023	EMPLOYEE BENEFITS CO	\$ 111.26
07/31/2023	VILLAGE OF MOUNT PRO	\$ 87,661.53
07/31/2023	BARRONS	\$ 59.99
07/31/2023	AMAZON	\$ 500.79
07/31/2023	ZOOM	\$ 180.00
07/31/2023	4ALLPROMOS	\$ 663.29
		<u>\$ 1,063,783.88</u>

# MEMO REVIEW/APPROVE PROJECT A

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: August 17, 2023  
Re: Review/Approve Renovation Project A

---

We kicked off the Master Facility Plan project in the Fall of 2022 and have been making steady progress. This has included:

- Gather input from the community, Trustees, and staff
- Review three plan proposals and narrow down to one
- Review project costs, funding options, and timeline

We have identified that we can comfortably move forward with “Project A” (circulation workroom + new sorter) in 2024, using funds already accumulated in our Capital Projects Reserve Fund. This project is targeted for September 2024 completion, just before we go live with the CCS consortium.

Future projects will need to be evaluated, discussed, and the scope reduced for financial reasons. This work can be done during the remainder of 2023 and into 2024, and we anticipate that the next project wouldn’t reasonably be able to start until at least 2026, but possibly later.

I am asking the Board to approve “Project A,” which is estimated to cost approximately \$3,000,000. This cost includes design, supervision, construction, contingency, furniture, and the new sorter and self-check machines.

By approving this project, the Board is giving the go ahead to begin design work with our architect, contract with a construction manager, order the sorter and self-checks, and go out to bid for the construction and furniture.

There is a second step of approval, the formal approval of the bids by the Board, which we anticipate happening in early 2024. The bid approval step is when we will know the exact costs for the project.

We plan to use our architect of record, Product Architecture + Design, who completed the Master Facility Plan project this year as well as the Capital Assessment Study in 2020.

The anticipated timeline for the project is:

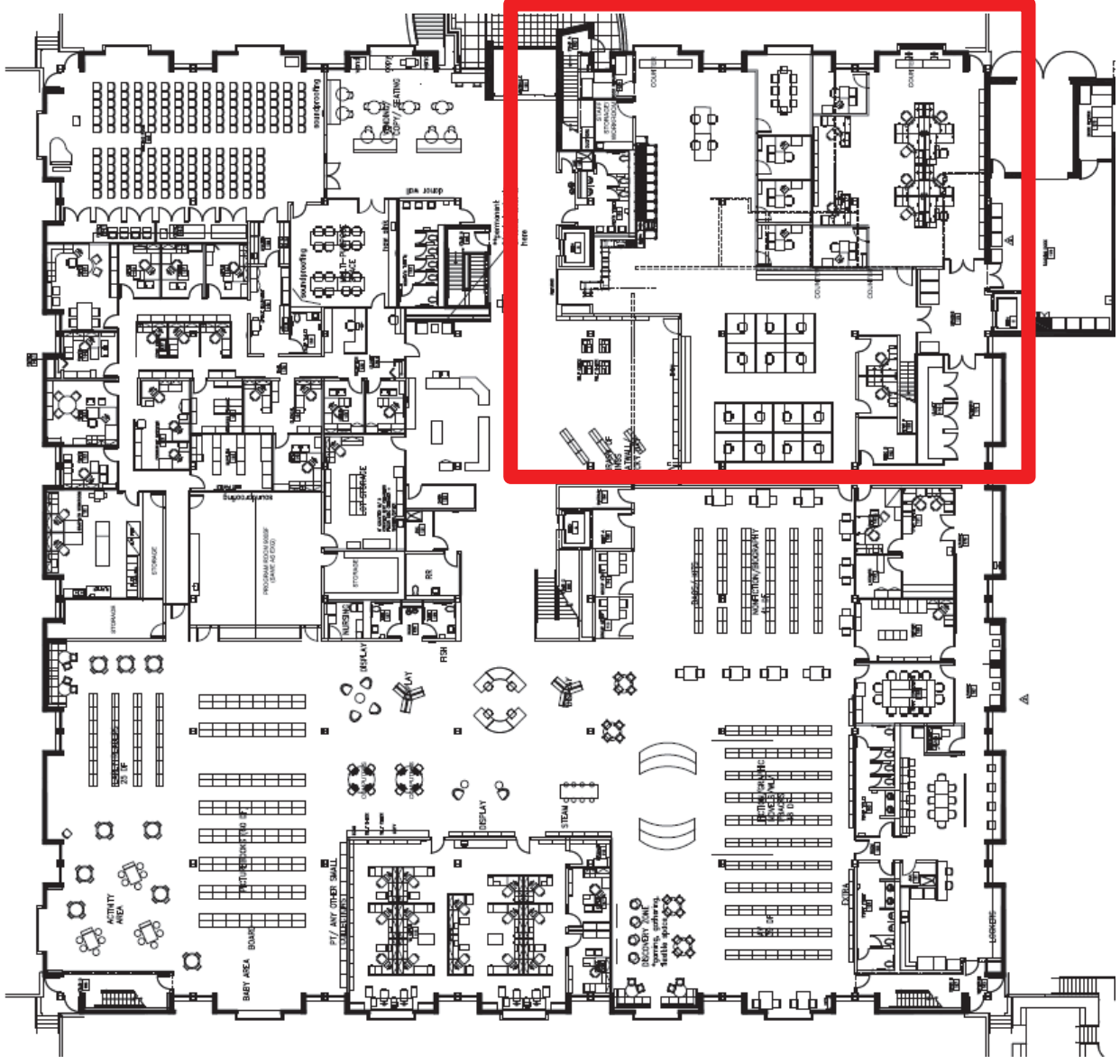
- September/October 2023: Order sorter; begin design development, select construction manager
- December 2023: Complete design development
- January 2024: Go out to bid
- February/March 2024: Approve bids
- May-August 2024: Construction window (4-month window; 2-month project)
- September 2024: Install sorter
- October 2024: Go live with CCS consortium

Motion language for this approval:

**“I move to approve the commencement of renovation Project A in the southeast corner of the first floor at the Main Library, at a cost estimated to be approximately \$3,000,000.”**

# Project #A

- First floor
- Southeast corner
- Expanded patron area
  - Holds
  - Library of Things
  - Lucky Day
  - Self-checks
- Welcome desk
- Sorter
- Staff workroom



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

July 2023

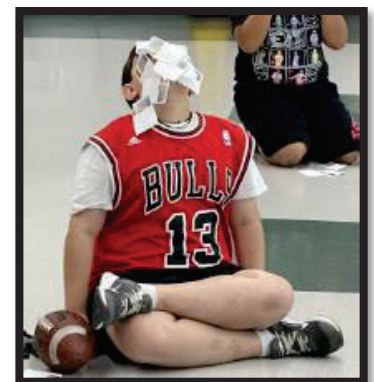
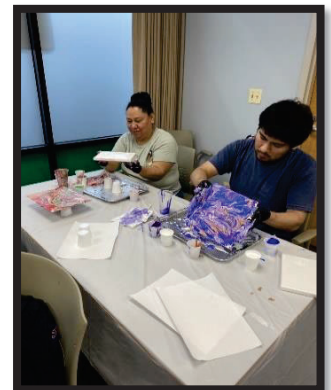
Youth Services

- 1) The Summer Reading Program ended on July 31. Between the Main Library and South Branch, 891 kids completed the program. This was an improvement over 2022 (732 completions).
- 2) July programs were well attended with a total of 1,530 children and their grownups attending “Good Morning Sunshine,” “Stay and Play,” “Exit Strategy,” “Cat Kid Comic Club,” and “Art in the Park at Pocket Park,” to name a few. Storytimes were also a huge success, with 880 people attending “Twist and Shout Storytime” and “Mini Movers” sessions.
- 3) The Outreach Summer Reading Program ended in late July. All the children we visited in July received a book. 1,547 books were passed out at the park district summer programs/camps, summer schools, and daycares. As part of the Outreach Summer Reading Program, we collaborated with the Fiction/AV/Teen department as well as the Des Plaines Public Library to bring storytimes and fun games to all.



South Branch & Community Engagement

- 1) Teens and adults got creative and a little messy using a technique called acrylic pour painting to create a unique, abstract piece of artwork at our “Acrylic Pour Art” program, which was brought back by popular demand and will likely be repeated next year.
- 2) Teens created their own circuit shadowbox design using templates created from the library’s Cricut machine. This was a complex, but well-received program that we will likely repeat with some modifications.
- 3) Monika Korzun, Public Education Officer from the Mount Prospect Fire Department, visited one of our weekly “Play & Learn” sessions. She read a story and showed her firefighter gear, which the young participants all had the opportunity to try on.
- 4) The Summer Reading Program was in full swing this month, and in addition to the incentive prizes for reading, participants took part in a guessing jar activity, one for each age group.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 5) We talked to several hundred visitors at this year's Downtown Block Party. Our festive table included a dig-for-a-dino activity, light up yo-yos, giveaway books, and more! It was a fun day with a lot of positive energy, and we received many compliments about the library.



### Research

- 1) Access to the web versions of *The Wall Street Journal* and *The Washington Post* were added to our online newspaper offerings. We presented two training sessions introducing these resources and other newer databases.
- 2) We also added JSTOR, a digital library and online database that provides access to over 2,000 academic journals, books, and primary resources.

### Fiction/AV/Teen

- 1) This year's Summer Reading Program built on previous successes:
  - Adult participation was the highest since well before the pandemic.
  - Teen participation was the second highest since 2016.
  - A change this year was doing away with drawing-based grand prizes in favor of smaller prizes given to more participants, which proved very popular.
  - Recording minutes instead of books continues to maintain accessibility, while the 2023 Reading Challenge offered an alternative for patrons who preferred to focus only on logging titles.
- 2) Highlights of July teen programming included a series of Indiana Jones-themed escape rooms, a snack science program making lemonade to illustrate the concepts of pH and liquid density, and another session of "Brave Space LGBTQ+ Teen Hangout." This last program had an attendee who said they don't have another way to meet other LGBTQ+ teens and explained how important it is for them to have peers who understand what they are going through. "Thank goodness for the library," said another attendee.
- 3) A sadly well-timed program spotlighting the late Tony Bennett drew an appreciative crowd.



### Registration

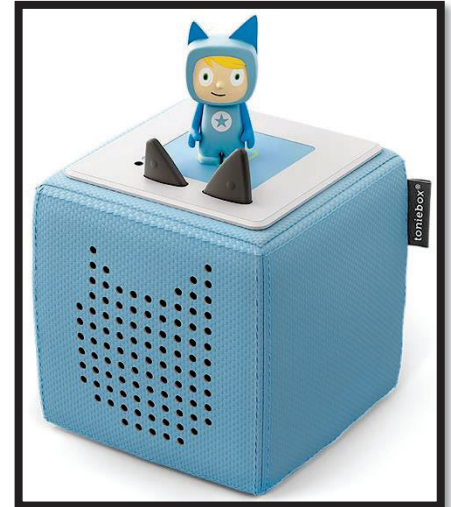
- 1) We issued 69 Museum Adventure passes in July, a 60% increase due to more passes being available. A direct link to the passes was put on the front page of the website, making access easier for patrons. Popular attractions are Brookfield Zoo, Chicago Botanic Garden, and Volo Museum.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 2) As of July 31, we have rented 107 public meeting rooms to patrons and community organizations. This breaks our all-time rental record of 100, which happened in 2019.

### Circulation

- 1) Circulation continues to trend upwards, totaling 96,467 for the month of July. This was the highest single month of circulation in 10 years.
- 2) In July, we launched the Library of Things Junior collection. This launch brought the Toy collection out of Youth Services and under the Library of Things umbrella. In addition to cleaning up and rebranding the existing toys, we added fun new items like Tonieboxes and Yoto Players, which have been hugely popular in the short time they have been available.
- 3) The Library of Things collection overall continues to thrive, with regular comments from appreciative patrons:
  - a. A patron expressed how impressed she was with items like knife sharpeners and binoculars. She appreciated how much money could be saved and noted that some of the items can be very expensive to purchase, only to use sparingly.
  - b. Multiple patrons have applauded the Library of Things collection throughout the month saying that it's unbelievable to them that a library would offer such items.
- 4) The 24/7 hold lockers also continue to be incredibly popular. 2,298 items were checked out via the lockers in July. About 10% of checkouts at the lockers take place outside of our operating hours.



### Building & Security

- 1) We had several power outages this past month. Fortunately, only one of them affected us during open hours. On July 19 we lost power at about 5:30 p.m., and Commonwealth Edison advised that we should not expect to have the power restored until approximately 7:45 p.m. With this information it was determined that we would close early, which we did at 6:30 p.m.

### Collection & Bibliographic Services

- 1) We have received a new handheld, mobile, inventory wand which we will use to conduct an inventory of our collection prior to joining CCS. This allows us to identify any missing items and determine if they should be replaced or removed from the system.

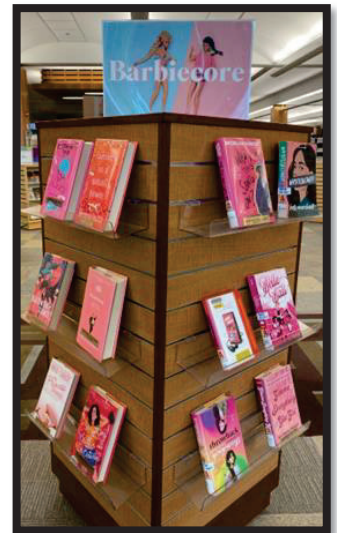




Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

Marketing

- 1) We enjoyed creating social media posts highlighting the trendy Barbie/Oppenheimer movie openings and a few of the materials the library holds on those subjects. While highlighting programs, newly added items to the catalog, and library updates are important, we do feel the larger draw for social media users is relevant, timely content. We have seen our Instagram page grow significantly over the last several months while our Facebook page stays stable.
- 2) Our e-newsletter had the highest click-through rate (22%) in July for "Tony Bennett: Timeless Troubadour," followed by the addition of Outdoor Games to the Library of Things collection (20%). We have been able to keep our unsubscribe rate low (15-20 per send) and when unsubscribing, users are asked why they are doing so, with an opportunity to enter their own reason. One recent unsubcriber wrote "no longer live in the area, love this library though! :D"



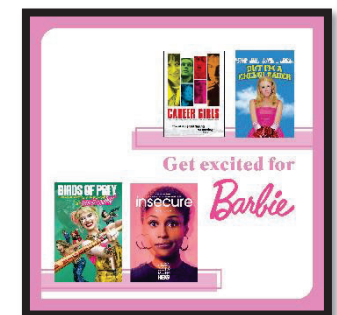
Information Technology

- 1) We filled the FT Computer Technician position – Alex Bayer is scheduled to start on Tuesday, August 1.



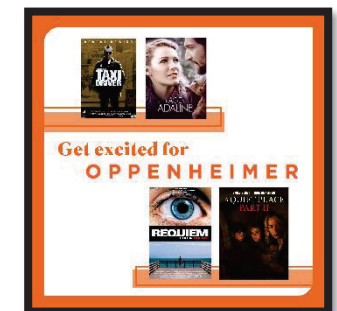
Human Resources & Learning

- 1) Number of open positions: 2
  - a. Readers' Advisor (PT)
  - b. South Branch Assistant Manager (FT)
- 2) Number of vacant positions filled: 2
  - a. Finance Manager (FT)
  - b. Computer Technician (FT)
- 3) Number of separations: 2
- 4) Staff anniversaries:
  - a. Maria Romero, South Branch Patron Assistant, 10 years
  - b. Debbie Fitzgerald, Graphic Artist, 5 years



Friends of the Mount Prospect Public Library

- 1) The Summer Book Sale brought in a record number in sales (over \$16,000) for the two-day event.
- 2) The Board is interested in adding a book cart shelf filled with foreign language books and will have it ready after the October sale.
- 3) The Board is looking into hosting a volunteer recognition event.

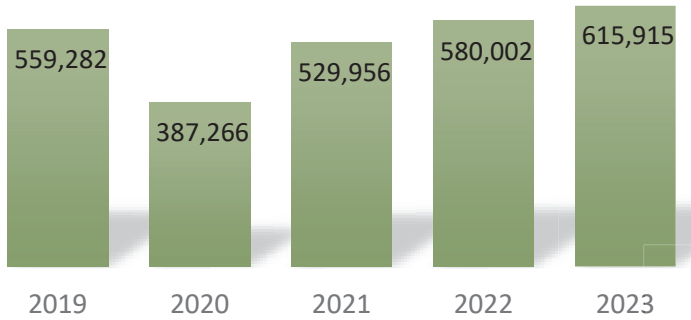


Mount Prospect Public Library Foundation

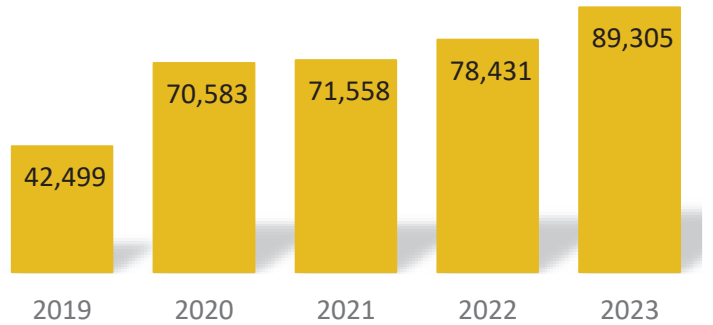
- 1) The Foundation Board did not meet in July.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

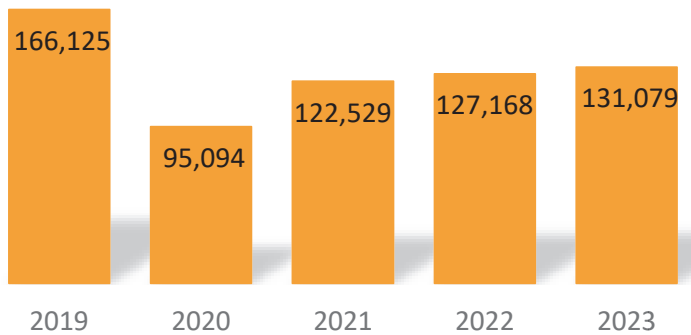
### Overall Circulation YTD



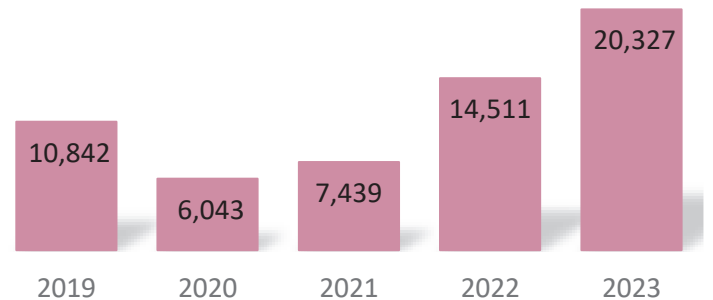
### eMedia Circulation YTD



### AV Circulation YTD

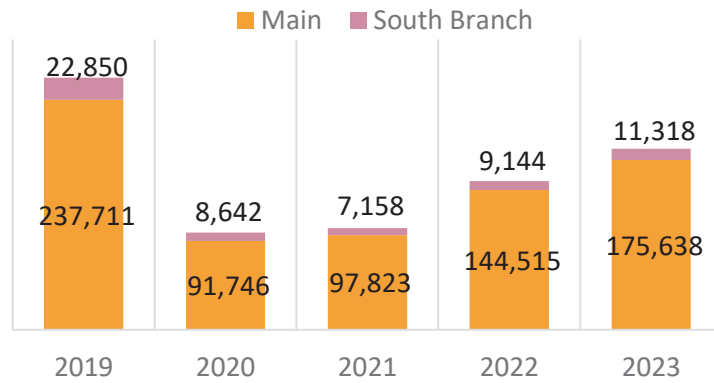


### Other Circulation YTD

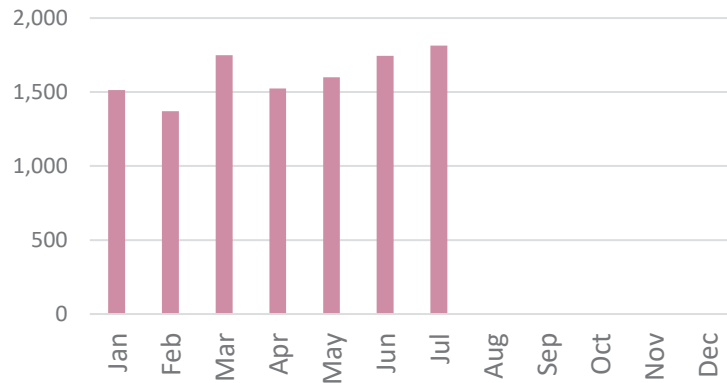


Mount Prospect Public Library  
 Monthly Library Report for Board of Trustees

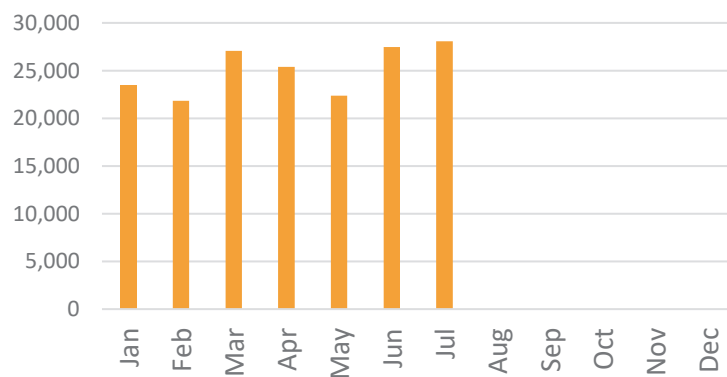
2023 Door Count - YTD



2023 Door Count Monthly - South Branch

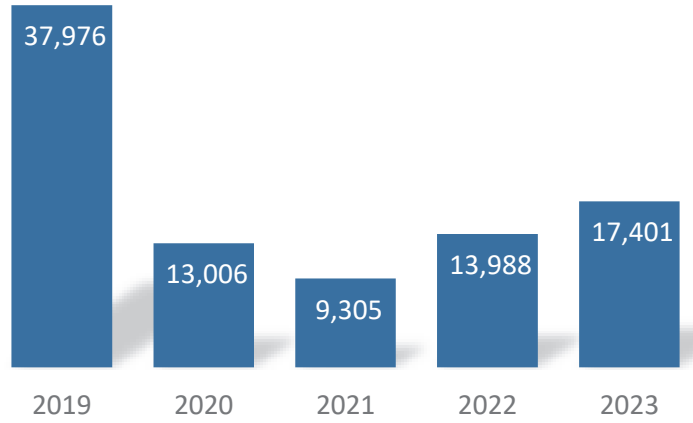


2023 Door Count Monthly - Main

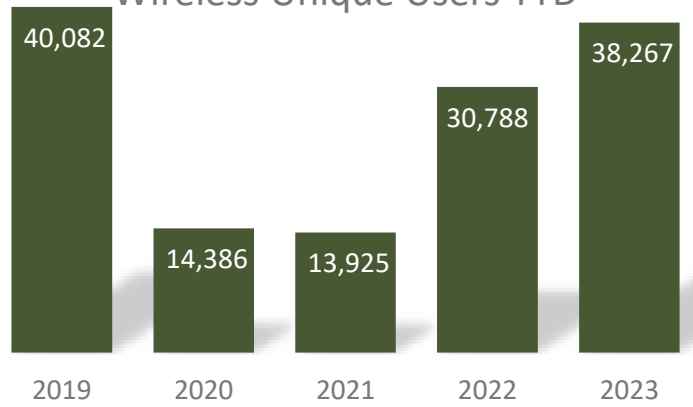


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

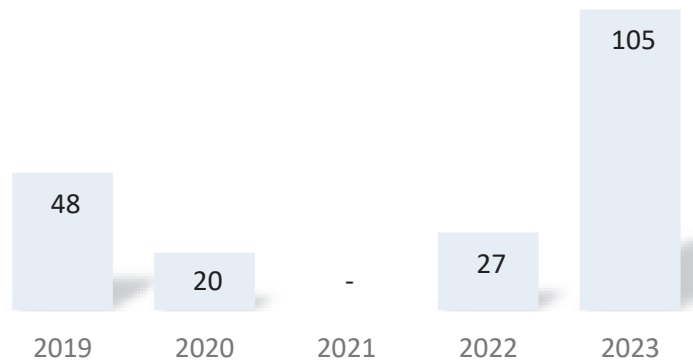
Public Computer Hours Usage YTD



Wireless Unique Users YTD

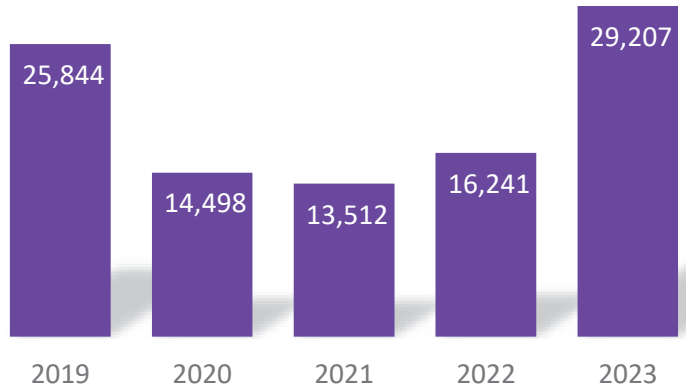


Meeting Room Usage by Public YTD

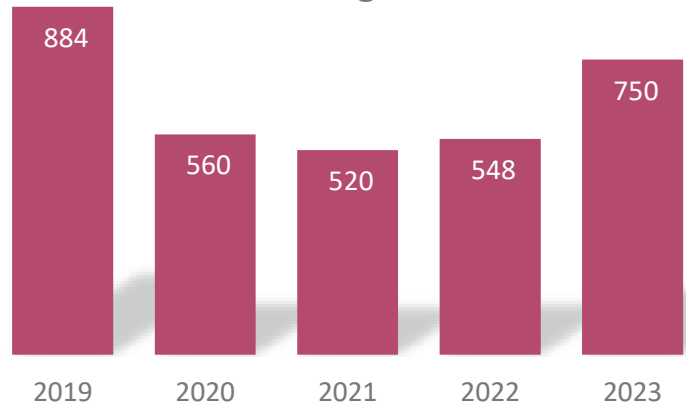


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

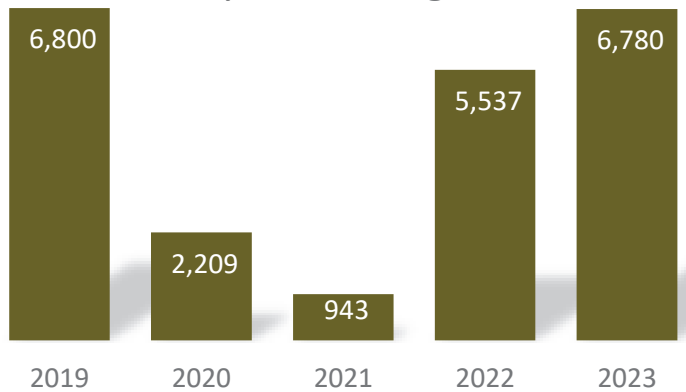
Program Attendance YTD



Number of Programs YTD



Study Room Usage YTD



## July 2023 Strategic Plan Progress Report

### Items Completed in July 2023

1. **Library of Things expansion (C2B).** Increase number and type of circulating resources (i.e. Library of Things).
  - a. In July, we launched the Library of Things Junior collection. This launch brought the toy collection out of Youth Services and put under the Library of Things umbrella. In addition to cleaning up and rebranding the existing toys, we added fun new items like Tonieboxes and Yoto Players, which have been hugely popular in the short time they have been available. The new collection is prominently displayed near the Lucky Day shelves and has been very well received.

### Selected In Progress Items

1. **Master Plan Implementation (A1B).** Identify implementation timeline and funding of the facility Master Plan for the Main Library.
  - a. We continue to make progress, and last month we identified that we can fund Project A from our current reserves. Subsequent projects will need to be downscaled and likely funded through debt certificates. The short-term plan is to approve Project A to be completed in 2024, and then continue to discuss subsequent projects timeline and funding.
2. **Evergreen marketing collateral (B5A).** Develop standardized, evergreen service offering materials in a variety of mediums that are suitable for new residents, new cardholder orientation, outreach events, etc.
  - a. We have begun work on a high-level library brochure that highlights core library services and provides contact information in a single, attractive, easy-to-read document. The goal is to not have to update and reprint regularly, but to always have stock on hand that we can bring to outreach events, hand out at programs, or give to new patrons.

## 2023 Mount Prospect Public Library ED evaluation process

Action 8/17/2023	Add this document to the agenda for the August 17 <sup>th</sup> Board meeting as well as the current ED evaluation tool.
Action 9/6/2023	Board President (who is also Personnel Committee Chair) to send out ED evaluation to all trustees. Evaluation to be completed and returned to both the Personnel Committee Chair and the Personnel Committee Vice Chair (personal email accounts) by September 29th.
Action 9/29/2023	MPPL Executive Director to compile annual review document and summary of accomplishments to the BOD by September 29, 2023.
Action by October 3	Personnel Committee Vice Chair to collate comments (into one document) from individual board evaluations and send it to PC chair.
Special Meeting 10/5/2023 (Executive Session)	Personnel Committee (all trustees) will meet to review and discuss individual trustee feedback and discuss ED summary of accomplishments. Determine compensation change.
Action: Early November	Board president will meet one-on-one with the Executive Director to discuss collective Board feedback. Complete evaluation.
Regular Meeting 12/21/23	Update budget (if necessary) for ED compensation change.