

Regular Board Meeting  
August 15, 2024, 7:00 p.m.  
Meeting Room C

**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 18, 2024 **(3-4)**
  - b. July 2024 Bills and Financial Reports **(5-18)**
6. **One Book, One Village Presentation**, John McInnes, Head of Fiction/AV/Teen
7. **Working Cash Fund Discussion**
8. **Executive Director Report (2)**
  - a. July 2024 Library Activity Report **(19-29)**
  - b. CCS and Renovation Update **(30-31)**
  - c. Strategic Plan extension discussion
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
  - a. August 17 – Volunteer Appreciation Luncheon
  - b. August 26 – Foundation Board Meeting – Rosemary Groenwald
  - c. September 5 – 7:00 p.m. – Finance Committee Meeting
    - i. Review draft 2025 working budget and 2024 levy
  - d. September 19 – 7:00 p.m. – Regular Board Meeting
    - i. Approve 2025 appropriation budget and 2024 levy
  - e. September 20 - Library Closed for Staff In-Service Day
  - f. September 23 – Foundation Board Meeting – Kristine O’Sullivan
11. **Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report  
August 15, 2024**

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. **One Book, One Village 2024 Presentation.** This is agenda item 6. John McInnes Head of Fiction/AV/Teen will present the title for the 2024 One Book, One Village program.
3. **Working Cash Fund Discussion.** This is agenda item 7. The library maintains a restricted Working Cash Fund that is governed by 75 ILCS 5/3-9. We will briefly review the history of the fund, its purpose, and future options.
4. **Strategic Plan Extension Discussion.** This is agenda item 8. Our current strategic plan was approved in June 2022 and runs from July 2022 through June 2025. Since the plan's creation, we have completed approximately a third of the activities in the first year and a half, have begun another third, and the remaining third have not been started.

We deliberately suspended activity on the plan for 2024 due to the major renovation project and the migration to CCS, both of which are strategic plan items.

In January of this year, I recommended that the Board discuss an extension of the plan towards the end of 2024.

5. **April 1, 2025 Library Trustee Election.** Election season for library trustees is fast approaching. We have two trustees whose terms are up next year, Sylvia Fulk and Brian Gilligan. The election will be held on April 1, 2025, and both terms will run through April 2031 (six years).

The library has compiled our usual packet of information for candidates, and all of the documents and links are available on our website at: <https://mppl.org/about-us/board-of-trustees/>. We also have paper packets available at the front desk.

6. **Save the Date.** Please save the date for the following upcoming event:
  - a. Volunteer Appreciation Luncheon, Saturday, August 17, 11:00 a.m. – 2:00 p.m. at Rob Roy Country Club at 505 E. Camp McDonald Road, Prospect Heights.

**Regular Board Meeting**  
**July 18, 2024**  
**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 Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk [arrived at 7:25 p.m.], Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O’Sullivan

Absent: None

Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Jaime Lopez, Su Reynders, Suzanne Yazel

Visitors: Ryan Kuta and Don Shaw, Lauterbach & Amen, LLP

3. Public Comment

There was no public comment.

4. 2023 Audit Presentation

Don Shaw with Lauterbach & Amen, LLP presented the 2023 audit to the Board and answered questions. He stated that the audit was “clean” again this year and thanked staff for their assistance during the audit.

5. President’s Report

President Bass reported on a meeting she attended with Executive Director Reynders hosted by Senator Julie Morrison, Representative Tracy Katz Muhl, and Representative Bob Morgan.

President Bass mentioned that the Friends of the Mount Prospect Public Library are looking for volunteers for their upcoming book sale on July 20-21 and reminded the Board that the Finance Committee meeting will be held on September 5.

6. Consent Agenda

- a. Minutes of Regular Board Meeting of June 20, 2024
- b. June 2024 Bills and Financial Reports

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

7. Second Quarter Financial Review

Finance Manager Malachi Kohlwey reviewed the second quarter of the 2024 revenue and expenditures and answered questions. He reported that Project A renovation is on budget and on schedule to be completed in September.

8. Preliminary 2024 Levy Discussion

Trustees discussed the 2024 tax levy in advance of the September 5th Finance Committee meeting 2025 budget presentation, taking into consideration economic factors such as inflation, the percentage of library revenue that comes from local property taxes (99%), appropriately saving for future capital facility projects, upcoming referenda, and other larger budget issues such as state legislation.

9. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report, the CCS and Renovation monthly update, and answered questions. The Board discussed bringing back a networking event for Mount Prospect leaders in the spring of 2025.

10. Trustee Reports and Comments

Trustee Bass reminded the Board of the South Branch 15th anniversary celebration to be held on Thursday, August 8 from 4-6:30 p.m.

11. Upcoming Meetings and Events Calendar

- a. July 20-21 – Friends Book Sale
- b. No Foundation Board Meeting held in July
- c. August 1 – Committee of the Whole Meeting – canceled
- d. August 15, 7:00 p.m. – Regular Board Meeting
- e. August 26 – Foundation Board Meeting – Rosemary Groenwald
- f. September 5, 7:00 p.m. – Finance Committee Meeting

12. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee O’Sullivan to adjourn the Regular Board meeting at 8:26 p.m. Voice vote carried.

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Rosemary Groenwald, Secretary

**Mount Prospect Public Library**

**Board of Trustees**

Treasurer's Report

**Fund Balances as of July 31, 2024**

Library General Fund	8,597,551.01
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,812,044.64
Debt Service Fund	0.00
Gift Fund	572,539.51
<b>Total All Funds</b>	<b>17,098,181.42</b>

**Disbursements July 2024**

**\$ 1,117,764.58**

**Financial Summary**

**Fund Balances**

Working Cash Fund	\$	2,116,046.26
Library General Fund	\$	8,597,551.01
Annual Operating Budget 2024	\$	11,191,400.00
General Fund - Months in Reserve		9.2
General Fund - Percent in Reserve		76.8%
Combined Working Cash & General Fund - Months in Reserve		11.5
Combined Working Cash & General Fund - Percent in Reserve		95.7%

**YTD July Spending**

- \* We're on target with spending, and our YTD percentage expended is 56.3%
- \* Last year at this time, we had expended 53.5%

**Levy Collection**

- \* To date, 75.27% of the total Tax revenue has been collected

# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 07/31/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$2,486,273.74	\$0.00	\$0.00	\$0.00	\$0.00	\$2,486,273.74
Illinois Per Capita Grant	\$84,425.22	\$0.00	\$0.00	\$0.00	\$0.00	\$84,425.22
Interest Income	\$22,969.03	\$0.00	\$34,774.15	\$0.00	\$0.00	\$57,743.18
Miscellaneous Fees	\$1,914.56	\$0.00	\$0.00	\$0.00	\$0.00	\$1,914.56
Friends Reimbursement	\$1,732.79	\$0.00	\$0.00	\$0.00	\$0.00	\$1,732.79
Miscellaneous Income	\$0.36	\$0.00	\$0.00	\$0.00	\$105.78	\$106.14
<b>Total Revenues</b>	<b>\$2,597,315.70</b>	<b>\$0.00</b>	<b>\$34,774.15</b>	<b>\$0.00</b>	<b>\$105.78</b>	<b>\$2,632,195.63</b>
<b>Expenses</b>						
Salaries & Benefits	\$617,880.92	\$0.00	\$0.00	\$0.00	\$0.00	\$617,880.92
Management Expense	\$20,906.32	\$0.00	\$0.00	\$0.00	\$0.00	\$20,906.32
Operating Expense	\$8,320.97	\$0.00	\$0.00	\$0.00	\$0.00	\$8,320.97
Building Expense	\$46,493.42	\$0.00	\$0.00	\$0.00	\$0.00	\$46,493.42
Library Materials	\$111,292.25	\$0.00	\$0.00	\$0.00	\$0.00	\$111,292.25
Reimbursable Expense	\$4,278.59	\$0.00	\$0.00	\$0.00	\$0.00	\$4,278.59
Capital Outlay	\$0.00	\$0.00	\$672,885.70	\$0.00	\$0.00	\$672,885.70
<b>Total Expenses</b>	<b>\$809,172.47</b>	<b>\$0.00</b>	<b>\$672,885.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,482,058.17</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$6,809,407.78</b>	<b>\$2,116,046.26</b>	<b>\$6,450,156.19</b>	<b>\$0.00</b>	<b>\$572,433.73</b>	<b>\$15,948,043.96</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$1,788,143.23</b>	<b>\$0.00</b>	<b>(\$638,111.55)</b>	<b>\$0.00</b>	<b>\$105.78</b>	<b>\$1,150,137.46</b>
<b>ENDING FUND BALANCE</b>	<b>\$8,597,551.01</b>	<b>\$2,116,046.26</b>	<b>\$5,812,044.64</b>	<b>\$0.00</b>	<b>\$572,539.51</b>	<b>\$17,098,181.42</b>

# Mount Prospect Public Library Revenue Report

For the Period Ended 07/31/2024

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$2,486,273.74	\$8,248,420.98	\$10,958,000.00	\$2,709,579.02	75.27%	24.73%
Illinois Per Capita Grant	\$84,425.22	\$84,425.22	\$83,900.00	(\$525.22)	100.63%	(0.63%)
Interest Income	\$22,969.03	\$185,374.86	\$75,000.00	(\$110,374.86)	247.17%	(147.17%)
Fees	\$1,875.56	\$13,022.27	\$10,600.00	(\$2,422.27)	122.85%	(22.85%)
For Sale Items	\$39.00	\$420.41	\$20,200.00	\$19,779.59	2.08%	97.92%
Miscellaneous Income	\$0.36	\$15,704.08	\$0.00	(\$15,704.08)	0.00%	0.00%
Friends Reimbursement	\$1,732.79	\$19,545.81	\$0.00	(\$19,545.81)	0.00%	0.00%
Foundation Reimbursement	\$0.00	\$3,814.82	\$0.00	(\$3,814.82)	0.00%	0.00%
Village Reimbursement	\$0.00	\$2,169.43	\$1,800.00	(\$369.43)	120.52%	(20.52%)
Grant Income	\$0.00	\$73,800.00	\$73,000.00	(\$800.00)	101.10%	(1.10%)
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<b>Total Library Fund</b>	<b>\$2,597,315.70</b>	<b>\$8,646,697.88</b>	<b>\$11,222,500.00</b>	<b>\$2,575,802.12</b>	<b>77.05%</b>	<b>22.95%</b>
<b>Working Cash Fund</b>						
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>
<b>Capital Projects Fund</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$34,774.15	\$222,572.29	\$0.00	(\$222,572.29)	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	\$0.00	\$0.00	0.00%	0.00%
<b>Total Capital Projects Fund</b>	<b>\$34,774.15</b>	<b>\$222,572.29</b>	<b>\$0.00</b>	<b>(\$222,572.29)</b>	<b>0.00%</b>	<b>0.00%</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 07/31/2024

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$105.78	\$992.06	\$5,000.00	\$4,007.94	\$4,007.94	19.84%	80.16%
Donations	\$0.00	\$128.80	\$0.00	(\$128.80)	(\$128.80)	0.00%	0.00%
<b>Total Gift Fund</b>	<b>\$105.78</b>	<b>\$1,120.86</b>	<b>\$5,000.00</b>	<b>\$3,879.14</b>	<b>\$3,879.14</b>	<b>22.42%</b>	<b>77.58%</b>



# Mount Prospect Public Library Expense Report

For the Period Ended 07/31/2024

<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	\$488,738.71	\$3,342,965.86	\$5,931,000.00	\$2,588,034.14	56.36%	43.64%
IMRF	\$28,647.16	\$196,470.76	\$345,000.00	\$148,529.24	56.95%	43.05%
MC/FICA	\$34,982.25	\$240,217.72	\$454,000.00	\$213,782.28	52.91%	47.09%
Medical Insurance	\$65,358.35	\$459,558.38	\$820,000.00	\$360,441.62	56.04%	43.96%
Life Insurance	\$154.45	\$1,485.32	\$3,000.00	\$1,514.68	49.51%	50.49%
Unemployment Compensation Tax	\$0.00	\$4,561.85	\$23,000.00	\$18,438.15	19.83%	80.17%
<b>Total Salaries &amp; Benefits</b>	<b>\$617,880.92</b>	<b>\$4,245,259.89</b>	<b>\$7,576,000.00</b>	<b>\$3,330,740.11</b>	<b>56.04%</b>	<b>43.96%</b>
Management Expenses						
Audit	\$0.00	\$6,600.00	\$5,600.00	(\$1,000.00)	117.86%	(17.86%)
Legal Fees	\$675.00	\$675.00	\$10,000.00	\$9,325.00	6.75%	93.25%
Printing	\$821.49	\$43,525.66	\$126,000.00	\$82,474.34	34.54%	65.46%
Marketing	\$1,758.68	\$44,897.37	\$74,000.00	\$29,102.63	60.67%	39.33%
Professional Dues	\$766.00	\$10,008.00	\$17,000.00	\$6,992.00	58.87%	41.13%
Board Development	\$0.00	\$2,188.00	\$2,500.00	\$312.00	87.52%	12.48%
Human Resources	\$13,946.97	\$99,814.54	\$172,700.00	\$72,885.46	57.80%	42.20%
Other Operating	\$2,938.18	\$4,029.08	\$38,700.00	\$34,670.92	10.41%	89.59%
<b>Total Management Expenses</b>	<b>\$20,906.32</b>	<b>\$211,737.65</b>	<b>\$446,500.00</b>	<b>\$234,762.35</b>	<b>47.42%</b>	<b>52.58%</b>
Operating Expenses						
Telecommunications	\$2,559.85	\$21,860.45	\$35,900.00	\$14,039.55	60.89%	39.11%
Insurance	\$0.00	\$87,210.05	\$116,000.00	\$28,789.95	75.18%	24.82%
Office Supplies	\$1,396.18	\$11,234.92	\$29,300.00	\$18,065.08	38.34%	61.66%
Library Supplies	\$741.94	\$5,385.94	\$24,700.00	\$19,314.06	21.81%	78.19%
Postage	\$653.40	\$12,234.83	\$31,800.00	\$19,565.17	38.47%	61.53%
Contract Services	\$0.00	\$22,936.64	\$142,000.00	\$119,063.36	16.15%	83.85%
Software	\$2,969.60	\$61,481.54	\$120,900.00	\$59,418.46	50.85%	49.15%
<b>Total Operating Expenses</b>	<b>\$8,320.97</b>	<b>\$222,344.37</b>	<b>\$500,600.00</b>	<b>\$278,255.63</b>	<b>44.42%</b>	<b>55.58%</b>

# Mount Prospect Public Library Expense Report

For the Period Ended 07/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
<b>Building Expenses</b>						
Building Maintenance	\$12,705.55	\$117,026.43	\$133,800.00	\$16,773.57	87.46%	12.54%
Hardware & System Maintenance	\$156.95	\$76,480.24	\$139,600.00	\$63,119.76	54.79%	45.21%
Janitorial	\$5,330.19	\$41,972.67	\$76,300.00	\$34,327.33	55.01%	44.99%
Equipment	\$25,645.12	\$122,508.83	\$199,000.00	\$76,491.17	61.56%	38.44%
Utilities	\$2,655.61	\$27,060.43	\$49,300.00	\$22,239.57	54.89%	45.11%
<b>Total Building Expenses</b>	<b>\$46,493.42</b>	<b>\$385,048.60</b>	<b>\$598,000.00</b>	<b>\$212,951.40</b>	<b>64.39%</b>	<b>35.61%</b>
<b>Services and Resources</b>						
Adult Print	\$18,054.43	\$116,771.21	\$247,600.00	\$130,828.79	47.16%	52.84%
Adult AV	\$2,005.28	\$14,829.50	\$42,600.00	\$27,770.50	34.81%	65.19%
Youth Print	\$29,299.15	\$120,626.78	\$159,700.00	\$39,073.22	75.53%	24.47%
Youth AV	\$1,434.50	\$11,214.07	\$26,200.00	\$14,985.93	42.80%	57.20%
Magazines	\$869.87	\$15,880.37	\$19,300.00	\$3,419.63	82.28%	17.72%
Electronic Resources	\$22,976.76	\$135,465.84	\$186,600.00	\$51,134.16	72.60%	27.40%
Digital Media	\$15,645.82	\$188,724.13	\$317,000.00	\$128,275.87	59.53%	40.47%
E-Learning	\$0.00	\$48,430.47	\$49,500.00	\$1,069.53	97.84%	2.16%
Library of Things	\$7,061.09	\$26,972.62	\$68,000.00	\$41,027.38	39.67%	60.33%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$6,573.09	\$16,039.98	\$28,000.00	\$11,960.02	57.29%	42.71%
Programs	\$7,372.26	\$47,950.81	\$103,300.00	\$55,349.19	46.42%	53.58%
<b>Total Services and Resources</b>	<b>\$111,292.25</b>	<b>\$743,558.38</b>	<b>\$1,248,500.00</b>	<b>\$504,941.62</b>	<b>59.56%</b>	<b>40.44%</b>
<b>Transfers</b>						
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
<b>Sponsored Expenses</b>						
Foundation Expenses	\$459.99	\$4,079.91	\$10,000.00	\$5,920.09	40.80%	59.20%
Friends Expenses	\$3,818.60	\$23,277.81	\$10,000.00	(\$13,277.81)	232.78%	(132.78%)
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.00%	100.00%
<b>Total Sponsored Expenses</b>	<b>\$4,278.59</b>	<b>\$27,357.72</b>	<b>\$21,800.00</b>	<b>(\$5,557.72)</b>	<b>125.49%</b>	<b>(25.49%)</b>

# Mount Prospect Public Library Expense Report

For the Period Ended 07/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$809,172.47	\$5,835,306.61	\$11,191,400.00	\$5,356,093.39	52.14%	47.86%
Working Cash Fund						
200-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<b>Capital Project Fund</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	\$0.00	\$252.00	\$0.00	(\$252.00)	0.00%	0.00%
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	\$672,885.70	\$1,457,567.59	\$3,000,000.00	\$1,542,432.41	48.59%	51.41%
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	\$672,885.70	\$1,457,819.59	\$3,000,000.00	\$1,542,180.41	48.59%	51.41%
<b>Gift Fund</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	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99 Art	\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%



**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 07/31/2024

<b>Date</b>	<b>Source</b>	<b>Amount</b>
07/01/2024	ZOOM	\$180.00
07/01/2024	JEWEL OSCO	\$6.99
07/01/2024	AMAZON	\$248.99
07/01/2024	AMAZON	\$6.98
07/01/2024	CC-MEALS	\$21.01
07/01/2024	CC-GROUND TRANSPORTA	\$9.00
07/01/2024	CC-MEALS	\$16.16
07/01/2024	CC-MEALS	\$9.70
07/01/2024	CC-MEALS	\$10.94
07/01/2024	CC-MEALS	\$24.55
07/01/2024	CC-MEALS	\$9.70
07/01/2024	CC-MEALS	\$5.09
07/01/2024	WALL STREET JOURNAL	\$64.99
07/02/2024	CC-GROUND TRANSPORTA	\$9.00
07/02/2024	CC-MEALS	\$18.32
07/02/2024	CC-MEALS	\$8.65
07/02/2024	CC-MEALS	\$21.78
07/02/2024	AMAZON	\$8.99
07/02/2024	AMAZON	\$2.99
07/02/2024	AMAZON	\$8.99
07/02/2024	DISNEY	\$19.99
07/02/2024	NETFLIX	\$15.49
07/02/2024	CC-MEALS	\$21.01
07/02/2024	CC-MEALS	\$12.67
07/02/2024	AMAZON	\$9.99
07/02/2024	A24	\$67.00
07/03/2024	Payroll 2024-0705	\$151982.08
07/03/2024	Payroll 2024-0705	\$55716.30
07/03/2024	CC-MEALS	\$8.89
07/03/2024	CC-MEALS	\$13.21
07/03/2024	AMAZON	\$8.99
07/03/2024	AMAZON	\$8.99
07/03/2024	CC-MEALS	\$5.11
07/03/2024	CC-AIRFARE	\$40.00
07/04/2024	CC-LODGING	\$1515.75
07/04/2024	CC-LODGING	\$1504.38
07/04/2024	AMAZON	\$8.99
07/04/2024	AMAZON	\$8.99
07/04/2024	AMAZON	\$8.99
07/04/2024	AMAZON	\$8.99
07/04/2024	DISNEY	\$19.99
07/04/2024	DISNEY	\$19.99
07/04/2024	DISNEY	\$19.99
07/04/2024	DISNEY	\$19.99
07/04/2024	DISNEY	\$19.99
07/04/2024	DISNEY	\$19.99

07/04/2024	DISNEY	\$19.99
07/04/2024	DISNEY	\$19.99
07/04/2024	DISNEY	\$19.99
07/04/2024	HBO	\$149.99
07/04/2024	NETFLIX	\$15.49
07/04/2024	NETFLIX	\$15.49
07/04/2024	NETFLIX	\$15.49
07/04/2024	NETFLIX	\$15.49
07/04/2024	NETFLIX	\$15.49
07/04/2024	PEACOCK	\$59.99
07/04/2024	PEACOCK	\$59.99
07/04/2024	PEACOCK	\$59.99
07/04/2024	PEACOCK	\$59.99
07/04/2024	PEACOCK	\$59.99
07/04/2024	PEACOCK	\$59.99
07/04/2024	PEACOCK	\$59.99
07/04/2024	4-IMPRINT	\$369.61
07/04/2024	WALMART	\$6.98
07/04/2024	FULLER'S CAR WASH	\$10.00
07/04/2024	ILLINOIS LIBRARY AS	\$260.00
07/04/2024	USPS	\$517.79
07/04/2024	USPS	\$12.89
07/04/2024	PEACOCK	\$59.99
07/04/2024	ALA	\$79.00
07/05/2024	AMERICAN LANDSCAPING	\$320.00
07/05/2024	AMERICAN NATIONAL SK	\$869.00
07/05/2024	BAKER & TAYLOR, INC.	\$3974.41
07/05/2024	BANNERVILLE USA	\$360.00
07/05/2024	CHILDREN'S PLUS INC.	\$7459.40
07/05/2024	COMPLETE TEMPERATURE	\$3745.00
07/05/2024	CYNTHIA CLAMPITT	\$170.00
07/05/2024	DEMCO	\$84.93
07/05/2024	HR SOURCE	\$2170.00
07/05/2024	ILLINOIS DEPARTMENT	\$1067.60
07/05/2024	INGRAM	\$1421.08
07/05/2024	KARLA LOPEZ	\$500.00
07/05/2024	MIDWEST TAPE	\$570.33
07/05/2024	NOVEL EFFECT, INC	\$7447.25
07/05/2024	OVERDRIVE, INC.	\$15022.15
07/05/2024	PLAYAWAY PRODUCTS LL	\$49.98
07/05/2024	SMC CONSTRUCTION SER	\$327597.50
07/05/2024	ULINE	\$123.85
07/05/2024	WAREHOUSE DIRECT	\$104.15
07/05/2024	EXPERT PAY CHILD SUP	\$188.31
07/05/2024	EMPLOYEE BENEFITS CO	\$1424.15
07/05/2024	MICROSOFT	\$44.00
07/05/2024	MICROSOFT	\$6.60
07/05/2024	AMAZON	\$8.99
07/05/2024	AMAZON	\$8.99
07/05/2024	AMAZON	\$8.99
07/07/2024	AMC PLUS	\$83.88
07/07/2024	BRITBOX	\$89.99

07/07/2024	DISNEY	\$19.99
07/07/2024	NETFLIX	\$15.49
07/07/2024	NETFLIX	\$15.49
07/07/2024	NETFLIX	\$15.49
07/07/2024	ONLINE LABELS, INC	\$267.80
07/07/2024	USPS	\$8.95
07/07/2024	AMAZON	\$196.55
07/07/2024	CHICAGO GENEALOGICAL	\$30.00
07/07/2024	CHICAGO TRIBUNE	\$146.00
07/08/2024	AT&T ACH	\$730.51
07/08/2024	AT&T ACH	\$102.83
07/08/2024	ICMA RETIREMENT TRUS	\$7023.59
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	HBO	\$169.99
07/08/2024	AMAZON	\$56.98
07/09/2024	AMAZON	\$2.99
07/09/2024	DISNEY	\$19.99
07/09/2024	NETFLIX	\$15.49
07/09/2024	AMAZON	\$14.50
07/09/2024	USPS	\$5.15
07/09/2024	AMAZON	\$10.06
07/09/2024	NRP DIRECT	\$320.00
07/09/2024	AMAZON	\$328.51
07/09/2024	AMAZON	\$101.68
07/10/2024	CHAMBER CO OP INC	\$15.00
07/10/2024	ZAZZLE	\$15.51
07/10/2024	AMAZON	\$335.61
07/10/2024	AMAZON	\$275.55
07/10/2024	AMAZON	\$14.81
07/10/2024	AMAZON	\$8.99
07/10/2024	LAKESHORE LEARNING M	\$17.98
07/10/2024	4ALLPROMOS	\$310.55
07/11/2024	REPUBLIC SERVICES #5	\$310.32
07/11/2024	Hobby Lobby	\$59.90
07/11/2024	MOBILE BEACON	\$645.00
07/11/2024	AMAZON	\$9.66
07/11/2024	USPS	\$14.86
07/11/2024	4ALLPROMOS	\$967.55
07/12/2024	AMERICAN TIME	\$1229.91
07/12/2024	BAKER & TAYLOR, INC.	\$4931.90
07/12/2024	BEN TATAR MUSIC, LLC	\$500.00
07/12/2024	BENJAMIN A. JIMENEZ	\$400.00
07/12/2024	BONNIE DUNCAN	\$800.00
07/12/2024	CHILDREN'S PLUS INC.	\$7047.06
07/12/2024	DELL MARKETING L.P.	\$18006.56
07/12/2024	FILTER SERVICES INC	\$1156.36

07/12/2024	GARVEY'S OFFICE PROD	\$879.00
07/12/2024	GENSERVE LLC	\$2998.05
07/12/2024	INGRAM	\$937.87
07/12/2024	JOHNSON CONTROLS FIR	\$2312.88
07/12/2024	MIDWEST TAPE	\$552.23
07/12/2024	NPN360	\$9457.39
07/12/2024	OVERDRIVE, INC.	\$590.90
07/12/2024	PLAYAWAY PRODUCTS LL	\$292.21
07/12/2024	SIGNARAMA	\$486.50
07/12/2024	SUPERIOR INDUSTRIAL	\$370.30
07/12/2024	TEACHER CREATED MATE	\$163.60
07/12/2024	THE DAVEY TREE EXPER	\$253.00
07/12/2024	TODAY'S BUSINESS SOL	\$240.00
07/12/2024	VALUE LINE PUBLISHIN	\$4950.00
07/12/2024	VARIETY VENDORS	\$111.00
07/12/2024	W. W. GRAINGER, INC.	\$320.59
07/12/2024	WAREHOUSE DIRECT	\$269.61
07/12/2024	THE HOME DEPOT CRC	\$226.71
07/12/2024	ATLAS	\$55.20
07/12/2024	ILLINOIS LIBRARY AS	\$320.00
07/12/2024	AMAZON	\$7.93
07/12/2024	AMAZON	\$31.49
07/12/2024	AMAZON	\$12.80
07/12/2024	NETFLIX	\$15.49
07/14/2024	AMAZON	\$216.63
07/14/2024	AMAZON	\$8.99
07/14/2024	AMAZON	\$2.99
07/14/2024	DISNEY	\$19.99
07/14/2024	DISNEY	\$19.99
07/14/2024	HBO	\$169.99
07/14/2024	NETFLIX	\$15.49
07/14/2024	NETFLIX	\$15.49
07/14/2024	NETFLIX	\$15.49
07/14/2024	USPS	\$4.55
07/14/2024	USPS	\$5.07
07/14/2024	ILA	\$260.00
07/15/2024	SHELL OIL COMPANY	\$82.66
07/15/2024	AFLAC	\$181.92
07/15/2024	AMAZON	\$365.67
07/15/2024	APPLE.COM	\$99.00
07/15/2024	PARAMOUNT+	\$119.99
07/16/2024	AQUENT LLC	\$405.00
07/16/2024	AMAZON	\$2.99
07/16/2024	APPLE.COM	\$99.00
07/16/2024	APPLE.COM	\$99.00
07/16/2024	DISNEY	\$19.99
07/16/2024	DISNEY	\$19.99
07/16/2024	AMAZON	\$55.66
07/16/2024	ULINE	\$57.00
07/17/2024	Payroll 2024-0719	\$150969.12
07/17/2024	Payroll 2024-0719	\$55993.02
07/17/2024	AMAZON	\$239.99

07/17/2024	AMAZON	\$26.83
07/17/2024	CAPANNARI ICE CREAM	\$50.23
07/17/2024	KIOWARE	\$96.00
07/17/2024	AMAZON	\$19.98
07/17/2024	AMERICAN LIBRARY AS	\$247.00
07/17/2024	AMAZON	\$8.99
07/17/2024	AMAZON	\$2.99
07/17/2024	AMAZON	\$8.99
07/17/2024	BARRONS	\$29.99
07/17/2024	ISTOCK PHOTO	\$70.00
07/17/2024	VISTAPRINT	\$291.98
07/18/2024	WALMART	\$23.16
07/18/2024	ETSY	\$54.55
07/18/2024	AMAZON	\$9.99
07/18/2024	USPS	\$18.89
07/18/2024	USPS	\$13.35
07/18/2024	GENEALOGICAL.COM, IN	\$157.45
07/18/2024	VISTAPRINT	\$25.47
07/19/2024	AMAZON	\$18.99
07/19/2024	BAKER & TAYLOR, INC.	\$5206.19
07/19/2024	CHILDREN'S PLUS INC.	\$12326.57
07/19/2024	INGRAM	\$615.55
07/19/2024	KANOPIY, INC.	\$646.00
07/19/2024	MIDWEST TAPE	\$5224.93
07/19/2024	STAPLES BUSINESS ADV	\$2318.34
07/19/2024	WAREHOUSE DIRECT	\$789.29
07/19/2024	CAROLYN ZINTAK	\$660.97
07/19/2024	EXPERT PAY CHILD SUP	\$188.31
07/19/2024	ICMA RETIREMENT TRUS	\$7027.22
07/19/2024	EMPLOYEE BENEFITS CO	\$1424.15
07/19/2024	ComplianceSigns.com	\$67.00
07/19/2024	CHICAGO TRIBUNE	\$424.00
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	PARAMOUNT+	\$119.99
07/21/2024	ILA	\$75.00
07/21/2024	ILA	\$325.00
07/21/2024	CREATIVE MARKET LABS	\$19.00
07/21/2024	SHRM	\$264.00
07/22/2024	COMCAST BUSINESS	\$192.90
07/22/2024	AMAZON	\$220.48
07/22/2024	APPLE.COM	\$99.00
07/22/2024	PARAMOUNT+	\$119.99
07/22/2024	AMAZON SERVICES LLC	\$20.00
07/23/2024	SPOTIFY	\$19.99
07/23/2024	AMAZON	\$229.00
07/23/2024	AMAZON	\$8.99



07/23/2024	NETFLIX	\$15.49
07/23/2024	NETFLIX	\$15.49
07/23/2024	USPS	\$10.81
07/24/2024	VERIZON WIRELESS	\$456.78
07/24/2024	Ventra	\$180.00
07/24/2024	VILLAGE OF MOUNT PRO	\$49334.61
07/24/2024	VILLAGE OF MOUNT PRO	\$112.00
07/24/2024	AMAZON	\$20.85
07/24/2024	AMAZON	\$272.25
07/24/2024	DELL MARKETING L.P.	\$276.56
07/24/2024	USPS	\$15.82
07/24/2024	ILLINOIS STATE GENE	\$75.00
07/24/2024	LANDS' END	\$2584.85
07/24/2024	THE WEEK JUNIOR	\$49.95
07/24/2024	THE WEEK JUNIOR	\$59.95
07/25/2024	CONSTELLATION NEW EN	\$828.48
07/25/2024	AMAZON	\$12.56
07/25/2024	USPS	\$8.28
07/25/2024	JOE DONUT MOUNT PROS	\$90.42
07/25/2024	COSTCO	\$124.92
07/26/2024	ACCURATE EMPLOYMENT	\$208.51
07/26/2024	AMAZON	\$3877.18
07/26/2024	AMERICAN LANDSCAPING	\$480.00
07/26/2024	BAKER & TAYLOR, INC.	\$979.37
07/26/2024	CHILDREN'S PLUS INC.	\$1301.87
07/26/2024	CINTAS #22	\$207.85
07/26/2024	CRYSTAL MAINTENANCE	\$2980.00
07/26/2024	DYMAXION RESEARCH, L	\$2058.00
07/26/2024	ILLINOIS DEPARTMENT	\$1067.60
07/26/2024	INGRAM	\$1011.69
07/26/2024	LIBRARY IDEAS, LLC	\$1899.00
07/26/2024	MENARDS	\$62.32
07/26/2024	MIDWEST TAPE	\$215.42
07/26/2024	P. F. Pettibone & Co	\$132.95
07/26/2024	PEREGRINE, STIME, NE	\$675.00
07/26/2024	PRODUCT LLC	\$14000.00
07/26/2024	PURPLE ROSE FLORIST	\$70.00
07/26/2024	RAILS	\$10822.50
07/26/2024	RALPH COVERT PERFORM	\$750.00
07/26/2024	ROTARY CLUB OF RIVER	\$180.00
07/26/2024	SMARTY PANTS WORLD L	\$550.00
07/26/2024	SMILE MAKERS	\$107.88
07/26/2024	SUPERIOR INDUSTRIAL	\$299.65
07/26/2024	THE DAVEY TREE EXPR	\$850.00
07/26/2024	THE WASHINGTON POST	\$2000.00
07/26/2024	THOMSON REUTERS - WE	\$1635.75
07/26/2024	VILLAGE OF MOUNT PRO	\$1827.13
07/26/2024	WAREHOUSE DIRECT	\$32.56
07/26/2024	RALPH COVERT PERFORM	\$500.00
07/26/2024	AMAZON	\$105.82
07/26/2024	CC-AIRFARE	\$646.96
07/26/2024	CC-AIRFARE	\$607.15

07/28/2024	AMAZON	\$179.19
07/28/2024	USPS	\$16.99
07/28/2024	KC STORE FIXTURES	\$28.55
07/28/2024	NINTENDO E-SHOP	\$34.99
07/29/2024	AMAZON	\$15.99
07/29/2024	AMAZON	\$9.99
07/29/2024	WALL STREET JOURNAL	\$64.99
07/29/2024	DESIGN PICKLE LLC	\$14.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	AMAZON	\$2.99
07/30/2024	UPRINTING	\$236.24
07/30/2024	VINYL ENVELOPE	\$902.82
07/31/2024	FRIENDS OF THE MPPL	\$334.50
07/31/2024	EMPLOYEE BENEFITS CO	\$106.39
07/31/2024	VILLAGE OF MOUNT PRO	\$94594.41
07/31/2024	AMAZON	\$39.09
07/31/2024	ZOOM	\$180.00
07/31/2024	AMAZON	\$379.04
07/31/2024	A24	\$67.00
07/31/2024	TAQUIZAS ERNESTO LLC	\$931.50
07/31/2024	MISS LIZ'S BARTENDIN	\$200.00
07/31/2024	CC-MEALS	\$11.00
07/31/2024	CC-MEALS	\$10.00
		<hr/>
		\$1117764.58
		<hr/>

## July 2024

### 2024 Summer Reading Results

- 1) Our 2024 Summer Reading Program was a great success for kids, teens, and adults, both at the Main Library and at the South Branch.

The adult program was the strongest ever, with an 81% increase in registration over 2023 and a 59% increase in patrons who completed the program.

The teen program also saw major increases, with a 25% increase in registration (the highest number since 2016) and a 39% increase in completion.

We had 1,961 children sign up for the program in June and July. 1,181 finished the 30-day benchmark and earned a prize book, a 120% increase in completion over 2023.

If we separate out South Branch, we saw a 20% increase in registration and a 30% increase in completion over 2023.

This year we gave away adult T-shirts as well as youth T-shirts, and it was beyond successful. We gave away about 2,700 shirts overall. The community was delighted to show their support of the library, and families enjoyed wearing matching shirts. Throughout the summer we have seen residents representing the library in the community.

Aside from the shirts, we believe one of the biggest reasons for the increase and success this year is that we had a “launch weekend” where we had dedicated tables for people to sign up, enticing them by offering a free T-shirt. Many staff reported that adults weren’t aware that they could participate too, and staff encouraged them to sign up and make it a family affair.

Some notable comments:

- “I stopped reading for myself when I had my children, and this got me back into it!” This person also later said it was nice because now she and her children read together.



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- A patron collecting his final Summer Reading prize excitedly said that he's been signing his kids up for Summer Reading for years, but never realized there was a program for adults, too. This year, while signing his kids up, he was encouraged to sign up and he did. "I'm really excited about it," he said. "I'm getting back into reading and I'm really happy about that."
- A patron was picking up their 300-minute prize and mentioned that they were enjoying this year because the whole family was reading and registered for the different programs, and she declared that she loved the little prize incentives, they made her read even faster than her husband.
- An adult checking in for his first 300 minutes and registering for Book Bingo said he used to read a lot and then it all got away from him. "Your reading programs are really helping me get back into reading!"



### Fiction/AV/Teen

- 1) Summer brought the annual return of "Teen Escape Room" programs, with eight sessions of participants searching for clues and solving puzzles, codes, and hidden messages to find a secret treasure. Teen patrons were thrilled with this year's configuration, with one reaching out to teen staff afterwards to specifically thank them.
- 2) The "Squeezee Painting" adult craft drew rave responses.

### South Branch & Community Engagement

- 1) We collaborated with the Village on the "Aging in Mount Prospect: What Families Need to Know" presentation and resource fair on July 18. There were 74 residents in attendance for the presentation at which 13 local agencies and organizations, including the library, shared services and resources they could provide to support residents and their families as they navigate the aging process. The presentation was followed by a resource fair where attendees had the opportunity to interact with the agency representatives.



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- 2) We hosted an “Insect Inspectors Storytime” at which participants learned interesting facts about insects, examined preserved moth samples, and viewed pictures of various insects on a microscopic level. This program also included songs and a craft and was very well-received by our young patrons.
- 3) We met with State Representative of the 57<sup>th</sup> District, Tracy Katz Muhl, and her Chief of Staff, and discussed issues and challenges facing libraries and how their office could offer legislative support.
- 4) We had our busiest year yet at this year’s Downtown Block Party, where we interacted with over 600 people. We offered various giveaways, press-on tattoos, and a chance to try out some items from our Library of Things collection, including the giant Connect Four, Fishbowl game, and manipulatives from the Library of Things Jr. collection. This was a great way to showcase this collection in a fun, interactive way.



## Youth

- 1) The Outreach Summer Reading Program was a major success as well. Over June and July, we distributed 1,279 books to children enrolled in summer school, summer camps, and year-round day care programs. The book giveaways were made possible through the generous support of the Friends of the Library.
- 2) During the month of July, we held storytimes in and out of the building. We had “Twist and Shout Storytime,” “Baby Storytime: Baby Olympics,” “Storytime at Capannari Ice Cream,” “Mini Movers at Pocket Park,” and “Storytime in the Park.” We had a total of 1,347 people attend those storytimes.
- 3) This summer, we tried something new by offering 30-minute programming for our elementary school aged patrons. Each “Supercharged Summer” program featured an art or science concept, with the kids



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completing a project to illuminate the concept discussed. We had about 150 kids attend the “Supercharged Summer” programming in July.

### Circulation

- 1) As summer began to wind to a close, one staff member mentioned “I’ve heard a lot of positive feedback about the Summer Reading Program from patrons. It’s great to see so many folks participating and enjoying what we have to offer.”
- 2) The Library of Things collection continues to find new audiences. One staff member mentioned, “I had a lot of patrons discovering the LoT collection for the first time over the summer.” We also showed off some of our Library of Things outdoor games at the Block Party, including Giant Connect Four and Fishbowl.
- 3) A patron at the checkout desk said that when he visits MPPL “we always make him feel welcome and appreciated.”



### Research

- 1) The Illinois Secretary of State and the State Library have provided a new benefit to Illinois libraries: free access to a suite of EBSCO e-resources. We recently added these online resources to our current offerings. Out of the 48 databases provided, we previously had paid subscriptions to eight of them, which are now free. Some e-resources are new to us, including LearningExpress Library, Biography Reference Sources, Newspaper Source, Health Source, LGBTQ+ Source, and Ethnic Diversity Source. The best way to access all our online resources is via Article Finder, found on our mppl.org web resources page.
- 2) The most attended Research program was “Power of Attorney” with 61 in-person attendees. Patron comment: “I’m an attorney, so I know some of the basics. But I did learn some details about POA. Great presentation.”
- 3) We presented a hands-on “Adobe InDesign” class to eight attendees, the maximum possible. The group was an interesting cross section of patrons who had unique motivations for attending the session. Estimated ages represented included late twenties/thirties through fifties/sixties.



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Patron Services

- 1) The previously named Registration department announced an official name change to "Patron Services" effective August 1. The department will be staffing the new Welcome Desk, which will be closer to the front entrance to provide an even more welcoming and proactive service point. As per the strategic plan, we are also exploring new "citizen services" that will benefit the community, like the selling of license plate stickers, notary service, and passport applications.
- 2) We spent 60 hours in Youth at the summer reading desk during the summer to help with the program and interact with parents and kids.
- 3) In addition to all our training and learning for Polaris and the consortium, we squeezed in an hour-long refresher course on excellent customer service in preparation for our new role as Patron Services.
- 4) The Staff Morale Committee, supported by generous funding by the Friends, held "Taco Thursday" for staff on July 25. It was a huge success, and Taquizas Ernesto brought their food truck and parked by the library all day. Staff, patrons, and the neighborhood enjoyed delicious food all day.



Human Resources & Learning

- 1) Number of open positions: 1 - Fiction/AV/Teen Assistant (PT)
- 2) Number of vacant positions filled: 2 - Computer Technician (PT)
- 3) Number of separations: 0
- 4) Staff anniversaries: (none)

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### Building & Security

- 1) Last month we experienced some problems with our air conditioning equipment. The problems were resolved, and the system has been working well during the hot weather. However, the system is outdated, and we are having an assessment conducted to help us formulate a replacement plan. The refrigerant used is no longer manufactured due to environmental issues, so if recharging the system was needed it would be very costly.
- 2) During the work being done in our remodeling project an internal leak was found in the first-floor janitor closet used by our outside cleaning contractor. There had been some wall damage and the sink basin needed to be replaced. This work was incorporated into our project and was completed in July.
- 3) Our remodeling project is going as planned. The carpet and flooring are almost done, the ceiling work has been completed, the new LED lighting retrofit work has been done, and the wall protection material has been installed, see separate update report for more details.



### Technical Services

- 1) Staff have continued to be quick and responsive to patron and staff needs, even during the disruption caused by the construction project. In addition to receiving training from the CCS consortium in preparation for our migration to CCS, we ordered and received over 2,000 items and cataloged and processed over 1,500 titles in July, prioritizing patron holds and keeping up to date with new releases.
- 2) We are proud to support and contribute to the success of the Library of Things collection. Once new items are jointly agreed upon by multiple departments, Technical Services is responsible for packaging, processing, and cataloging them. This is challenging because every item is non-standard (unlike a book or DVD), and we have to devise appropriate ways for them to be discovered in the catalog as well as safely package them for circulation to the public. It has been fun and satisfying to see the collection so enthusiastically received by our community.

### Information Technology

- 1) We built a Library of Things kiosk for the lobby. It features a large touchscreen and will allow patrons to scroll through Library of Things items and place holds right in the lobby by the LoT display wall.



Mount Prospect Public Library  
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- 2) A power outage shut down our internet connection which impacted some of our key network equipment. We replaced the equipment, and our internet provider replaced lines outside the building. We were able to complete the fixes within two days, causing minimal disruption to staff and patrons.
- 3) We replaced four public copiers/printers for patrons, two on the second floor, one in the lobby, and one in Youth.

### Marketing

- 1) Reach on Facebook and Instagram continue to trend down, possibly because of summer, folks are not on social media as much. We are not concerned as we see an uptick in social media use in the fall, but we do know this, people sure do like pictures of kids with ice cream!
- 2) We wrapped up the design of a 20-page print newsletter (our most pages to date!), sending it to print on August 1. We are excited to share more of everything the library has to offer the community (including the title reveal for this year's One Book, One Village event). Look for it in mailboxes on, or around, August 14.
- 3) We completed 55 marketing projects in July, including multiple marketing materials for the Good Morning Sunshine concert series, Friends Summer Book Sale materials, Brave Space flyers and postcards, business cards, large format coloring sheets, and reprints of Summer Reading Program materials.
- 4) We proudly walked in the 4<sup>th</sup> of July parade, and attendees were excited to receive candy, branded pencils, and branded frisbees.

### Friends of the Mount Prospect Public Library

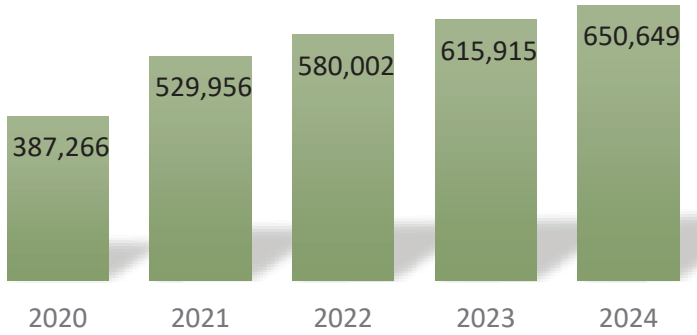
- 1) The July Summer Book sale reported a total sale amount of over \$16,000, exceeding the 2023 summer sale revenue.
- 2) The Friends are seeking a volunteer coordinator for book sale events.
- 3) A Finance subcommittee was formed.
- 4) The Board approved an additional \$1,200 for Youth summer concerts to fund a second Good Morning Sunshine performance on July 15 or 22, if needed.

### Mount Prospect Public Library Foundation

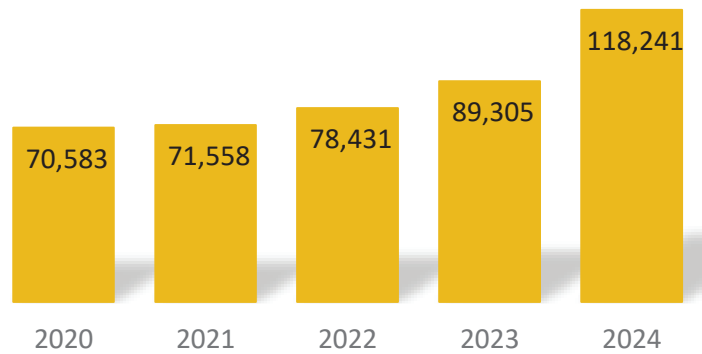
- 1) The Foundation did not meet in July.

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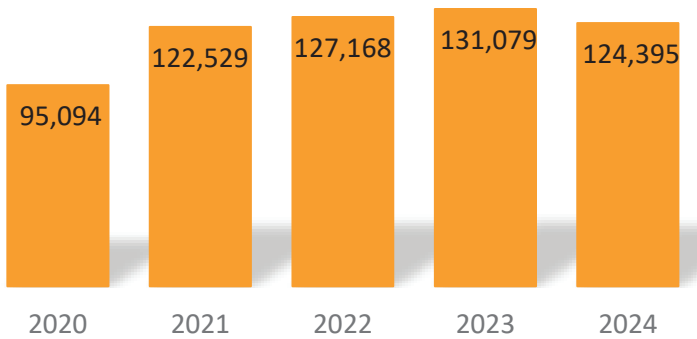
Overall Circulation YTD



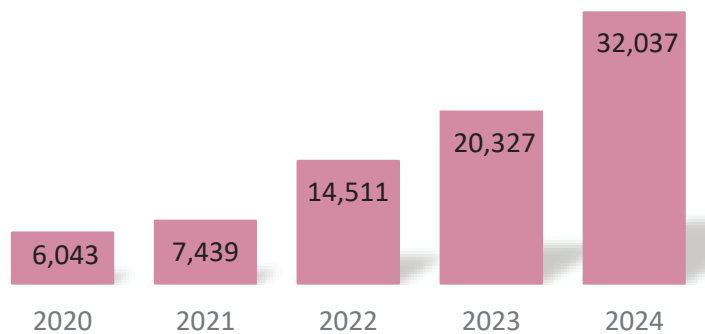
eMedia Circulation YTD



AV Circulation YTD

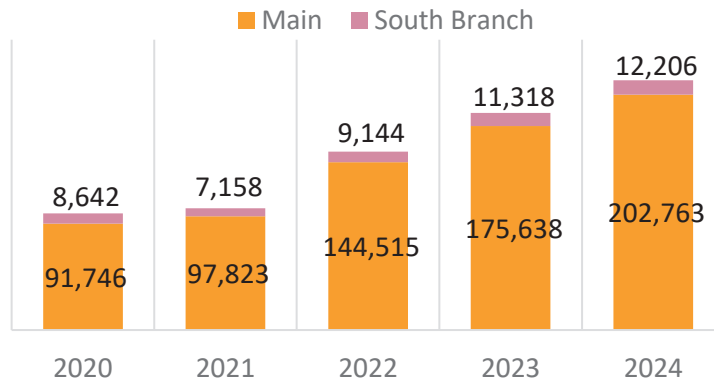


Other Circulation YTD

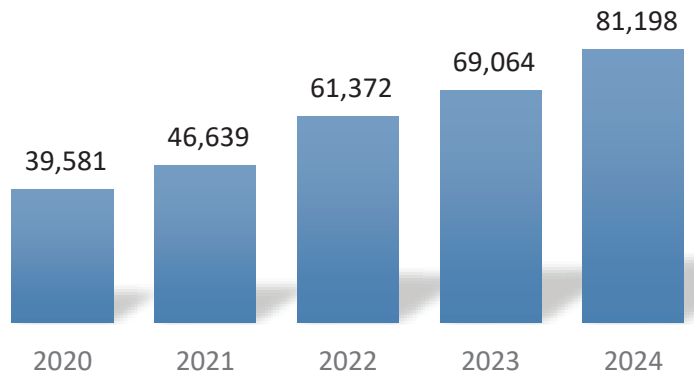


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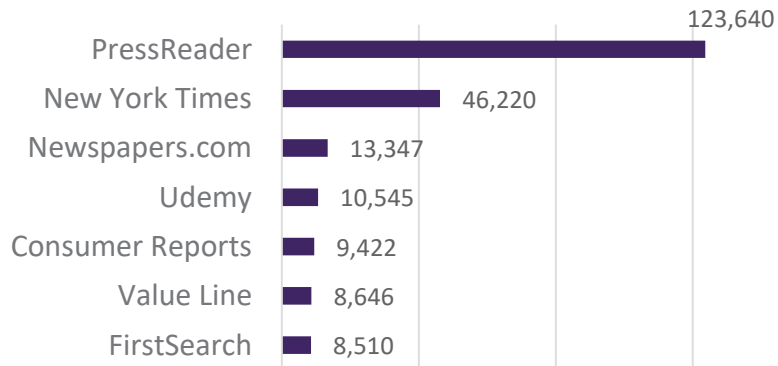
2024 Door Count - YTD



Questions Answered YTD

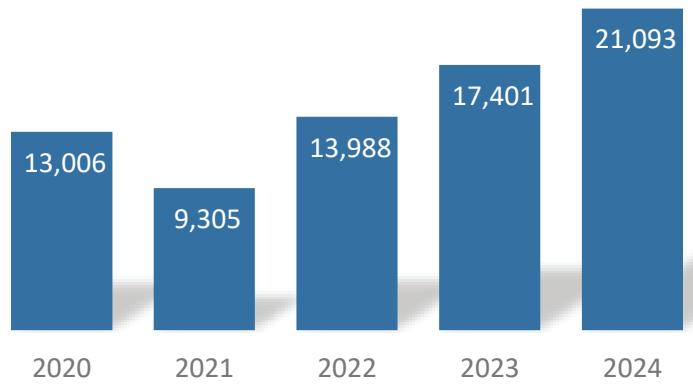


2024 YTD Top Databases

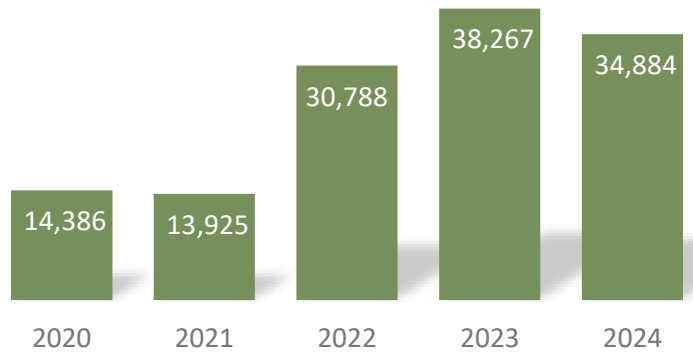


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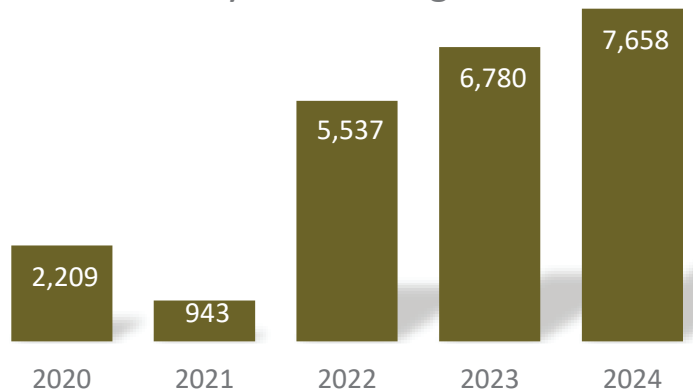
Public Computer Hours Usage YTD



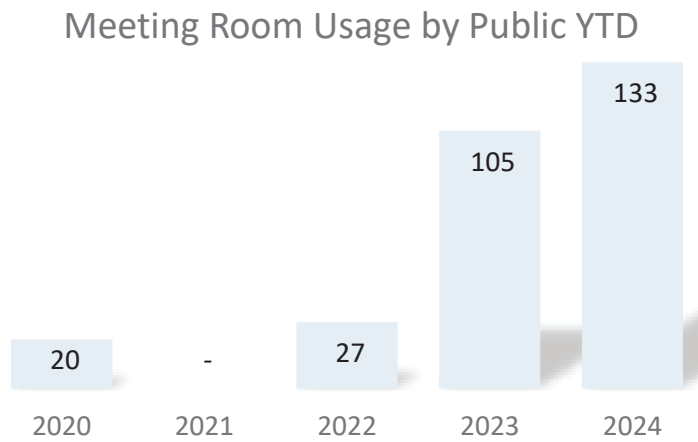
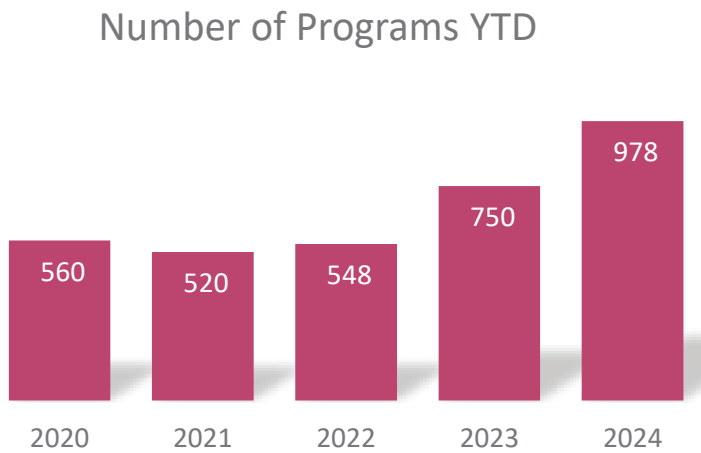
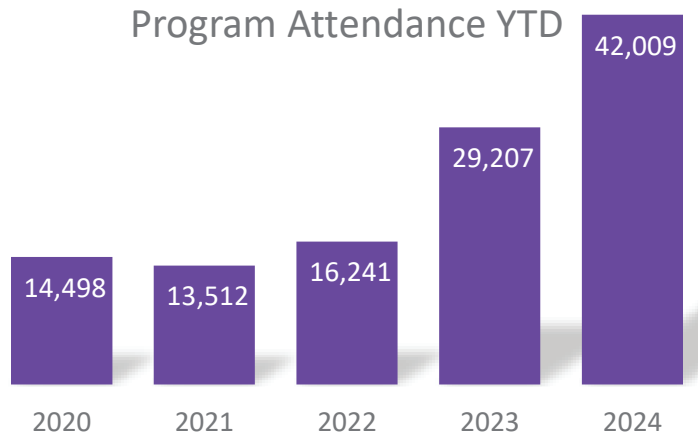
Wireless Unique Users YTD



Study Room Usage YTD



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees



## CCS and Renovation Monthly Update

August 15, 2024

### CCS Migration

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#### CCS progress since last month:

1. Polaris Staff Training is in full swing, and plans for our CCS-focused Staff In-Service Day are underway.
2. Data Testing has begun. Key staff will receive specific data testing assignments from CCS, and all staff will participate in the data testing process by reporting any issues they encounter while training and testing in Polaris.
3. We have begun working with CCS to prepare for migrating key resources including our Overdrive e-books and our new app.
4. We have created instructions to help patrons save their checkout histories and any created lists from our current catalog.

#### CCS plans for next month:

1. Circulation and Technical Services staff will have Start Up Task Meetings with CCS to prepare for going live with the Polaris ILS.
2. The Data Testing phase will continue throughout August and be completed by mid-September.
3. Staff Training will continue; upcoming August training topics include circulation, acquisitions, and interlibrary loan.
4. Configuration will continue, including the installation of the staff client on Technical Services workstations, adjusting Polaris permissions as needed, and working with 3<sup>rd</sup> party vendors.

#### CCS timeline

- ~~1. November 1, 2023 – January 15, 2024 – Onboarding~~
- ~~2. February/March 2024 – Profiling, System Administration Build~~
- ~~3. March 25, 2024 – March 29, 2024 – Data Extract~~
- ~~4. April/May 2024 – Mapping~~
- ~~5. May 2024 – Test Data Load~~
6. June – September 24, 2024 – Staff Training, Data Testing, and Configuration
7. September 25, 2024 – Data Extract
8. September 26, 2024 – September 30, 2024 – Libraries Offline
9. October 1, 2024 – Go Live

### Renovation

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#### Renovation progress since last month:

1. We continue to be on track to come in well under the approved \$3M budget and are on track to be completed on time.
2. Completed light fixture installation.
3. Installed vinyl flooring and carpet.
4. Begin installing casework, slatwall, bookdrop facade, wood trim.
5. Installed backsplash, trimmed MEP walls/millwork, installed doors/hardware, installed wall protection.
6. Completed painting.

#### Renovation plans for next month:

1. Complete slatwall and bookdrop façade installation.
2. Punch list and final details.
3. Furniture delivery and installation week of August 19.
4. Complete fire system configuration.
5. Final fire alarm inspection scheduled for August 23, receive certificate of occupancy.
6. Begin staff move in week of August 26.
7. Sorter delivery and installation week of September 9.

#### Renovation timeline:

1. ~~October 2023 – Complete design phase~~
2. ~~November 2023 – Library review/approve budget~~
3. ~~December 2023 – Prepare bid documents~~
4. ~~January 2024 – Go out to bid~~
5. ~~February 15, 2024 – Board approve bids~~
6. ~~March/April 2024 – Planning, procurement, and preparation~~
7. ~~Tuesday, April 30, 2024 – Start construction~~
8. ~~July 2024 – Substantial completion~~
9. August 2024 – Final completion
10. September 2024 – Install and configure sorter
11. October 2024 – Go live with CCS

#### Public Communication

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1. Update in every issue of the print newsletter through the end of the year.
2. A public webpage is up at <https://mppl.org/about-us/updates/> and will serve as the permanent location for the public to find information about the projects.
3. In library poster with “Coming Soon” information.
4. In library flyer with all basic information will be used throughout the project.
5. E-news editions with updates focusing on “changes during construction.”
6. In library bookmarks with high level information about the projects being put into Hold books.
7. Webslide that points to the public webpage.
8. Toward the end of August, we will begin promoting the switch to CCS more heavily, and provide the following information to patrons:
  - a. There will be limited catalog availability from September 26-30.
    - i. Catalog and My Account will be unavailable.
    - ii. Items may be checked out in person, but you must have your library card number with you or on your phone.
    - iii. Holds cannot be placed.
    - iv. Materials may be returned, but nothing will be due during these days.
    - v. Items returned to the library will not be checked in until October 1.
    - vi. The new catalog goes live on October 1!
  - b. Before September 26, you should:
    - i. Stop by the library to update your contact information if anything has changed recently.
    - ii. Print or email your checkout history and any lists you have created from the current catalog. Lists and checkout history cannot be moved over when we migrate.



## Village of Mount Prospect

50 S. Emerson Street, Mount Prospect, Illinois 60056

### MEMORANDUM

TO: MOUNT PROSPECT LIBRARY BOARD CANDIDATES  
FROM: VILLAGE CLERK  
DATE: AUGUST 1, 2024  
SUBJECT: APRIL 1, 2025 CONSOLIDATED ELECTION

On Tuesday, April 1, 2025 Mount Prospect voters will elect two (2) trustees to serve on the Mount Prospect Public Library Board of Trustees from May 1, 2025, through April 30, 2031.

Individuals interested in running for the office of library trustee in the 2025 Consolidated Election are advised to visit the State Department of Election website at [elections.il.gov](https://elections.il.gov). The complete candidate packet and required forms can be downloaded from this site.

A complete packet should contain the following:

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

**Candidates may begin circulating petitions on August 20, 2024.** In accordance with Illinois Statute [75 ILCS 5/4-3.3] petition must be signed by at least 25 legal voters residing in the Village of Mount Prospect.

The filing period for those seeking office is November 12 – November 18, 2024.

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

Thank you.

Karen M. Agoranos  
Village Clerk  
Village of Mount Prospect



## 2024 Mount Prospect Public Library ED evaluation process

Action 8/15/2024	Add this document to the packet for the August 15 Board meeting.
Action 9/4/2024	Board President (who is also Personnel Committee Chair) to send out ED evaluation to all trustees. Evaluation to be completed and returned to the Personnel Committee Chair by September 20.
Action 9/27/2024	MPPL Executive Director to compile annual review document and summary of accomplishments to the BOD by September 27, 2024.
Action by 9/27/2024	Personnel Committee Chair to collate comments (into one document) from individual board evaluations and send to all the trustees.
Special Meeting 10/3/2024 (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: Regular Meeting 10/17/2024	Approve any compensation changes for ED.
Action: Early November	Board President will meet one-on-one with the Executive Director to discuss collective Board feedback. Complete evaluation.