

Regular Board Meeting  
September 19, 2024, 7:00 p.m.  
Meeting Room C

**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** 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**
  - a. Discuss regular board meeting schedule
5. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of August 15, 2024 **(3-4)**
  - b. Minutes of Finance Committee Meeting of September 5, 2024 **(5)**
  - c. August 2024 Bills and Financial Reports **(6-21)**
6. **Approve Resolution No. 2024-4 Certifying the 2025 Appropriation Budget and 2024 Tax Levy, 2025 Working Budget, and 2025 Salary Structure (22-37)**
7. **CCS Polaris PowerPac Demonstration – Anne Belden, Deputy Director**
8. **Executive Director Report (2)**
  - a. August 2024 Library Activity Report **(38-47)**
  - b. CCS and Renovation Update **(48-49)**
  - c. RAILS Delivery video
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
  - a. September 20 – Library Closed for Staff In-Service Day
  - b. September 23 – Foundation Board Meeting – Kristine O’Sullivan
  - c. October 3, 7:00 p.m. – Personnel Committee; Executive Director evaluation
  - d. October 15, 7:00 p.m. – Village First Levy Reading
  - e. October 17, 7:00 p.m. – Regular Board Meeting
    - i. Third Quarter Financial Review
    - ii. Review Per Capita Grant requirements (Standards 4.0 checklists)
  - f. October 19-20 – Friends Book Sale
  - g. October 28 – Foundation Board Meeting – Rosemary Groenwald
11. **Adjournment**

**Library Director Report  
September 19, 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. **2025 Budget and 2024 Levy.** This is agenda item 6. The Finance Committee met on September 5 and reviewed the draft 2025 budget in detail. The committee confirmed the proposed levy request and did not request any changes to expenditures. The committee recommended that the full Board approve the 2025 budget as presented.

We did receive one additional piece of information since September 5; we had estimated the Friends donation to be around \$40,000. At the Friends meeting on September 9, they approved \$44,400 in donations for 2025, so that number has been updated in the budget documentation.

**2025 Budget Approval Language**

“Based on the Finance Committee’s recommendation, I move to approve Resolution No. 2024-4 Certifying the 2025 Appropriation Budget and 2024 Tax Levy, the 2025 Working Budget, and the 2025 Salary Structure.”

3. **CCS Polaris PowerPac Demonstration.** This is agenda item 7. Deputy Director Anne Belden will give an overview of our new public catalog, known as “PowerPac.”
4. **RAILS Delivery.** This is agenda item 8. At the September 5 committee meeting, there was a question about how items are transported between libraries, especially in light of our upcoming migration to CCS. At the meeting I will show a 2:50 minute video from RAILS that shows a behind-the-scenes view of the delivery service.
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. The Library, Foundation, and Friends Boards dinner has been set for Thursday, November 7 at Trezeros Kitchen & Tap restaurant in Mount Prospect at 6:00 p.m. A formal invitation will be sent closer to the event.

**Regular Board Meeting  
August 15, 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 7:04 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden [arrived at 7:14 p.m.], Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Kristine O'Sullivan

Absent: Sylvia Haas

Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, John McInnes, Su Reynders

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

President Bass reviewed the 2024 Executive Director evaluation timeline and will be sending out the evaluation form the first week in September to the Board. Trustees requested that the Executive Director's self-evaluation be completed by September 20. President Bass reminded the Board that the Personnel Committee meeting will be held on October 3.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of July 18, 2024
- b. July 2024 Bills and Financial Reports

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

6. One Book, One Village Presentation, John McInnes, Head of Fiction/AV/Teen

Fiction/AV/Teen Department Head John McInnes gave a presentation on the third annual One Book, One Village community read featuring *The Thursday Murder Club* by Richard Osman. John reviewed the programming opportunities being offered including various book discussions and culminating in an "After Hours Social" event on October 25 at 7:30 p.m.

7. Working Cash Fund Discussion

Executive Director Su Reynders gave a presentation on the Working Cash Fund providing background information and explained the options for maintaining this fund.

8. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report, the CCS and Renovation monthly update, and answered questions. She reminded Trustees that the Volunteer Appreciation Luncheon is on Saturday, August 17 at the Rob Roy Golf Club. Also, she invited the Board to the Laura L. Luteri Memorial Garden Dedication to be held on Friday, August 30 at 10 a.m.

Director Reynders reviewed the status of the current Strategic Plan 2022-2025 and will make a recommendation later this year to extend the current strategic plan through 2026.

9. Trustee Reports and Comments

Trustee Gilligan reported a successful Meet the Board event on Friday, August 2.

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

Motion was made by Trustee O'Sullivan and seconded by Trustee Fulk to adjourn the Regular Board meeting at 8:15 p.m. Voice vote carried.

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Rosemary Groenwald, Secretary

**Finance Committee Meeting  
September 5, 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 7:13 p.m. by Marie Bass, President.

2. Roll Call

Committee Members Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan [arrived at 7:15 p.m.], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

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

Visitors: None

3. Public Comment

There was no public comment.

4. Review Draft 2025 Budget and 2024 Levy

Finance Manager Malachi Kohlwey presented the draft 2025 budget and 2024 levy and answered questions about revenue and expenditures.

The Finance Committee recommended that the full Board approve the 2025 Appropriation Budget, 2024 Levy, 2025 Working Budget, and 2025 Salary Structure as presented at the Regular Board meeting on September 19.

5. Upcoming Meetings and Events Calendar

- a. September 19 – 7:00 p.m. – Regular Board Meeting
  - i. Approve 2025 appropriation budget and 2024 levy
- b. September 23 – Foundation Board Meeting – Kristine O'Sullivan

6. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Regular Board meeting at 8:11 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 August 31, 2024**

|                                  |                      |
|----------------------------------|----------------------|
| Library General Fund             | 10,575,873.08        |
| Working Cash Restricted Fund     | 2,116,046.26         |
| Capital Projects Restricted Fund | 5,362,073.00         |
| Debt Service Fund                | 0.00                 |
| Gift Fund                        | 572,605.86           |
| <b>Total All Funds</b>           | <b>18,626,598.20</b> |

**Disbursements August 2024**

**\$ 1,278,599.74**

**Financial Summary**

**Fund Balances**

|                                   |    |               |
|-----------------------------------|----|---------------|
| Working Cash Restricted Fund      | \$ | 2,116,046.26  |
| Library General Fund              | \$ | 10,575,873.08 |
| Annual Operating Budget 2024      | \$ | 11,191,400.00 |
| General Fund - Months in Reserve  |    | 11.3          |
| General Fund - Percent in Reserve |    | 94.5%         |

**YTD August Spending**

- \* We're on target with spending, and our YTD percentage expended is 63.4%
- \* Last year at this time, we had expended 61.6%

**Levy Collection**

- \* To date, 99.72% of the total Tax revenue has been collected

# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 08/31/2024

|                               | Library Fund           | Working Cash Fund     | Capital Project Fund  | Debt Service Fund | Gift Fund           | Total Funds            |
|-------------------------------|------------------------|-----------------------|-----------------------|-------------------|---------------------|------------------------|
| <b>Revenues</b>               |                        |                       |                       |                   |                     |                        |
| Property Taxes                | \$2,678,880.96         | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$2,678,880.96         |
| Interest Income               | \$22,477.67            | \$0.00                | \$34,875.98           | \$0.00            | \$0.00              | \$57,353.65            |
| Miscellaneous Fees            | \$2,004.98             | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$2,004.98             |
| Friends Reimbursement         | \$8,887.37             | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$8,887.37             |
| Foundation Reimbursement      | \$1,575.46             | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$1,575.46             |
| Miscellaneous Income          | \$115.04               | \$0.00                | \$0.00                | \$0.00            | \$42.56             | \$157.60               |
| Donations                     | \$0.00                 | \$0.00                | \$0.00                | \$0.00            | \$23.79             | \$23.79                |
| <b>Total Revenues</b>         | <b>\$2,713,941.48</b>  | <b>\$0.00</b>         | <b>\$34,875.98</b>    | <b>\$0.00</b>     | <b>\$66.35</b>      | <b>\$2,748,883.81</b>  |
| <b>Expenses</b>               |                        |                       |                       |                   |                     |                        |
| Salaries & Benefits           | \$566,388.68           | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$566,388.68           |
| Management Expense            | \$41,565.38            | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$41,565.38            |
| Operating Expense             | \$14,840.52            | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$14,840.52            |
| Building Expense              | \$38,274.29            | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$38,274.29            |
| Library Materials             | \$69,542.52            | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$69,542.52            |
| Reimbursable Expense          | \$5,023.57             | \$0.00                | \$0.00                | \$0.00            | \$0.00              | \$5,023.57             |
| Capital Outlay                | \$0.00                 | \$0.00                | \$484,847.62          | \$0.00            | \$0.00              | \$484,847.62           |
| <b>Total Expenses</b>         | <b>\$735,634.96</b>    | <b>\$0.00</b>         | <b>\$484,847.62</b>   | <b>\$0.00</b>     | <b>\$0.00</b>       | <b>\$1,220,482.58</b>  |
| <b>BEGINNING FUND BALANCE</b> | <b>\$8,597,566.56</b>  | <b>\$2,116,046.26</b> | <b>\$5,812,044.64</b> | <b>\$0.00</b>     | <b>\$572,539.51</b> | <b>\$17,098,196.97</b> |
| <b>NET SURPLUS/(DEFICIT)</b>  | <b>\$1,978,306.52</b>  | <b>\$0.00</b>         | <b>(\$449,971.64)</b> | <b>\$0.00</b>     | <b>\$66.35</b>      | <b>\$1,528,401.23</b>  |
| <b>ENDING FUND BALANCE</b>    | <b>\$10,575,873.08</b> | <b>\$2,116,046.26</b> | <b>\$5,362,073.00</b> | <b>\$0.00</b>     | <b>\$572,605.86</b> | <b>\$18,626,598.20</b> |

# Mount Prospect Public Library Revenue Report

For the Period Ended 08/31/2024

| Library Fund                 | M.T.D. Receipts | Y.T.D. Receipts | Budgeted Receipts | Uncollected Receipts | Percent Collected | Percent Uncollected |
|------------------------------|-----------------|-----------------|-------------------|----------------------|-------------------|---------------------|
| Property Taxes               | \$2,678,880.96  | \$10,927,301.94 | \$10,958,000.00   | \$30,698.06          | 99.72%            | 0.28%               |
| Illinois Per Capita Grant    | \$0.00          | \$84,425.22     | \$83,900.00       | (\$525.22)           | 100.63%           | (0.63%)             |
| Interest Income              | \$22,477.67     | \$207,852.53    | \$75,000.00       | (\$132,852.53)       | 277.14%           | (177.14%)           |
| Fees                         | \$1,983.98      | \$15,015.80     | \$10,600.00       | (\$4,415.80)         | 141.66%           | (41.66%)            |
| For Sale Items               | \$27.00         | \$447.41        | \$20,200.00       | \$19,752.59          | 2.21%             | 97.79%              |
| Miscellaneous Income         | \$115.04        | \$15,819.12     | \$0.00            | (\$15,819.12)        | 0.00%             | 0.00%               |
| Friends Reimbursement        | \$8,887.37      | \$28,433.18     | \$0.00            | (\$28,433.18)        | 0.00%             | 0.00%               |
| Foundation Reimbursement     | \$1,575.46      | \$5,390.28      | \$0.00            | (\$5,390.28)         | 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%               |
| Total Library Fund           | \$2,713,947.48  | \$11,360,654.91 | \$11,222,500.00   | (\$138,154.91)       | 101.23%           | (1.23%)             |
| <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%               |
| Total Working Cash Fund      | \$0.00          | \$0.00          | \$0.00            | \$0.00               | 0.00%             | 0.00%               |
| <b>Capital Projects Fund</b> |                 |                 |                   |                      |                   |                     |
| Property Taxes               | \$0.00          | \$0.00          | \$0.00            | \$0.00               | 0.00%             | 0.00%               |
| Interest Income              | \$34,875.98     | \$257,448.27    | \$0.00            | (\$257,448.27)       | 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%               |
| Total Capital Projects Fund  | \$34,875.98     | \$257,448.27    | \$0.00            | (\$257,448.27)       | 0.00%             | 0.00%               |



# Mount Prospect Public Library Revenue Report

For the Period Ended 08/31/2024

| <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 | \$42.56                | \$1,034.62             | \$5,000.00               | \$3,965.38                  | \$3,965.38                  | 20.69%                   | 79.31%                     |
| Donations            | \$23.79                | \$152.59               | \$0.00                   | (\$152.59)                  | (\$152.59)                  | 0.00%                    | 0.00%                      |
| Total Gift Fund      | \$66.35                | \$1,187.21             | \$5,000.00               | \$3,812.79                  | \$3,812.79                  | 23.74%                   | 76.26%                     |

# Mount Prospect Public Library Expense Report

For the Period Ended 08/31/2024

| <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                             | \$499,128.07           | \$3,842,093.93         | \$5,931,000.00        | \$2,088,906.07          | 64.78%                  | 35.22%                   |
| IMRF                                 | \$29,152.65            | \$225,623.41           | \$345,000.00          | \$119,376.59            | 65.40%                  | 34.60%                   |
| MC/FICA                              | \$37,160.13            | \$277,377.85           | \$454,000.00          | \$176,622.15            | 61.10%                  | 38.90%                   |
| Medical Insurance                    | \$0.00                 | \$459,558.38           | \$820,000.00          | \$360,441.62            | 56.04%                  | 43.96%                   |
| Life Insurance                       | \$0.00                 | \$1,485.32             | \$3,000.00            | \$1,514.68              | 49.51%                  | 50.49%                   |
| Unemployment Compensation Tax        | \$947.83               | \$5,509.68             | \$23,000.00           | \$17,490.32             | 23.96%                  | 76.04%                   |
| <b>Total Salaries &amp; Benefits</b> | <b>\$566,388.68</b>    | <b>\$4,811,648.57</b>  | <b>\$7,576,000.00</b> | <b>\$2,764,351.43</b>   | <b>63.51%</b>           | <b>36.49%</b>            |
| Management Expenses                  |                        |                        |                       |                         |                         |                          |
| Audit                                | \$0.00                 | \$6,600.00             | \$5,600.00            | (\$1,000.00)            | 117.86%                 | (17.86%)                 |
| Legal Fees                           | \$0.00                 | \$675.00               | \$10,000.00           | \$9,325.00              | 6.75%                   | 93.25%                   |
| Printing                             | \$20,114.03            | \$63,639.69            | \$126,000.00          | \$62,360.31             | 50.51%                  | 49.49%                   |
| Marketing                            | \$5,728.69             | \$50,626.06            | \$74,000.00           | \$23,373.94             | 68.41%                  | 31.59%                   |
| Professional Dues                    | \$547.00               | \$10,555.00            | \$17,000.00           | \$6,445.00              | 62.09%                  | 37.91%                   |
| Board Development                    | \$75.00                | \$2,263.00             | \$2,500.00            | \$237.00                | 90.52%                  | 9.48%                    |
| Human Resources                      | \$11,645.91            | \$111,460.45           | \$172,700.00          | \$61,239.55             | 64.54%                  | 35.46%                   |
| Other Operating                      | \$3,454.75             | \$7,483.83             | \$38,700.00           | \$31,216.17             | 19.34%                  | 80.66%                   |
| <b>Total Management Expenses</b>     | <b>\$41,565.38</b>     | <b>\$253,303.03</b>    | <b>\$446,500.00</b>   | <b>\$193,196.97</b>     | <b>56.73%</b>           | <b>43.27%</b>            |
| Operating Expenses                   |                        |                        |                       |                         |                         |                          |
| Telecommunications                   | \$2,578.54             | \$24,438.99            | \$35,900.00           | \$11,461.01             | 68.08%                  | 31.92%                   |
| Insurance                            | (\$1,250.00)           | \$85,960.05            | \$116,000.00          | \$30,039.95             | 74.10%                  | 25.90%                   |
| Office Supplies                      | \$1,103.17             | \$12,338.09            | \$29,300.00           | \$16,961.91             | 42.11%                  | 57.89%                   |
| Library Supplies                     | \$1,149.20             | \$6,535.14             | \$24,700.00           | \$18,164.86             | 26.46%                  | 73.54%                   |
| Postage                              | \$7,124.20             | \$19,359.03            | \$31,800.00           | \$12,440.97             | 60.88%                  | 39.12%                   |
| Contract Services                    | \$5,666.66             | \$28,603.30            | \$142,000.00          | \$113,396.70            | 20.14%                  | 79.86%                   |
| Software                             | (\$1,531.25)           | \$59,950.29            | \$120,900.00          | \$60,949.71             | 49.59%                  | 50.41%                   |
| <b>Total Operating Expenses</b>      | <b>\$14,840.52</b>     | <b>\$237,184.89</b>    | <b>\$500,600.00</b>   | <b>\$263,415.11</b>     | <b>47.38%</b>           | <b>52.62%</b>            |

# Mount Prospect Public Library Expense Report

For the Period Ended 08/31/2024

|                                     | M.T.D. Expended    | Y.T.D. Expended     | Annual Budget         | Budget Remaining     | Percent Expended | Percent Remaining |
|-------------------------------------|--------------------|---------------------|-----------------------|----------------------|------------------|-------------------|
| <b>Building Expenses</b>            |                    |                     |                       |                      |                  |                   |
| Building Maintenance                | \$6,305.69         | \$123,332.12        | \$133,800.00          | \$10,467.88          | 92.18%           | 7.82%             |
| Hardware & System Maintenance       | \$17,596.09        | \$94,076.33         | \$139,600.00          | \$45,523.67          | 67.39%           | 32.61%            |
| Janitorial                          | \$4,465.04         | \$46,437.71         | \$76,300.00           | \$29,862.29          | 60.86%           | 39.14%            |
| Equipment                           | \$7,531.00         | \$130,039.83        | \$199,000.00          | \$68,960.17          | 65.35%           | 34.65%            |
| Utilities                           | \$2,376.47         | \$29,436.90         | \$49,300.00           | \$19,863.10          | 59.71%           | 40.29%            |
| <b>Total Building Expenses</b>      | <b>\$38,274.29</b> | <b>\$423,322.89</b> | <b>\$598,000.00</b>   | <b>\$174,677.11</b>  | <b>70.79%</b>    | <b>29.21%</b>     |
| <b>Services and Resources</b>       |                    |                     |                       |                      |                  |                   |
| Adult Print                         | \$15,684.73        | \$132,455.94        | \$247,600.00          | \$115,144.06         | 53.50%           | 46.50%            |
| Adult AV                            | \$1,968.69         | \$16,798.19         | \$42,600.00           | \$25,801.81          | 39.43%           | 60.57%            |
| Youth Print                         | \$13,001.29        | \$133,628.07        | \$159,700.00          | \$26,071.93          | 83.67%           | 16.33%            |
| Youth AV                            | \$2,110.10         | \$13,324.17         | \$26,200.00           | \$12,875.83          | 50.86%           | 49.14%            |
| Magazines                           | \$2,348.28         | \$18,228.65         | \$19,300.00           | \$1,071.35           | 94.45%           | 5.55%             |
| Electronic Resources                | \$5,590.75         | \$141,056.59        | \$186,600.00          | \$45,543.41          | 75.59%           | 24.41%            |
| Digital Media                       | \$14,380.35        | \$203,104.48        | \$317,000.00          | \$113,895.52         | 64.07%           | 35.93%            |
| E-Learning                          | \$0.00             | \$48,430.47         | \$49,500.00           | \$1,069.53           | 97.84%           | 2.16%             |
| Library of Things                   | \$5,561.49         | \$32,534.11         | \$68,000.00           | \$35,465.89          | 47.84%           | 52.16%            |
| Microform                           | \$0.00             | \$652.60            | \$700.00              | \$47.40              | 93.23%           | 6.77%             |
| Processing Supplies                 | \$890.67           | \$16,930.65         | \$28,000.00           | \$11,069.35          | 60.47%           | 39.53%            |
| Programs                            | \$8,006.17         | \$55,956.98         | \$103,300.00          | \$47,343.02          | 54.17%           | 45.83%            |
| <b>Total Services and Resources</b> | <b>\$69,542.52</b> | <b>\$813,100.90</b> | <b>\$1,248,500.00</b> | <b>\$435,399.10</b>  | <b>65.13%</b>    | <b>34.87%</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                 | \$1,094.25         | \$5,174.16          | \$10,000.00           | \$4,825.84           | 51.74%           | 48.26%            |
| Friends Expenses                    | \$3,929.32         | \$27,207.13         | \$10,000.00           | (\$17,207.13)        | 272.07%          | (172.07%)         |
| 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>\$5,023.57</b>  | <b>\$32,381.29</b>  | <b>\$21,800.00</b>    | <b>(\$10,581.29)</b> | <b>148.54%</b>   | <b>(48.54%)</b>   |

# Mount Prospect Public Library Expense Report

For the Period Ended 08/31/2024

|                                                    | M.T.D. Expended | Y.T.D. Expended | Annual Budget   | Budget Remaining | Percent Expended | Percent Remaining |
|----------------------------------------------------|-----------------|-----------------|-----------------|------------------|------------------|-------------------|
| Total Library Fund                                 | \$735,634.96    | \$6,570,941.57  | \$11,191,400.00 | \$4,620,458.43   | 58.71%           | 41.29%            |
| 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                         | \$484,847.62    | \$1,942,415.21  | \$3,000,000.00  | \$1,057,584.79   | 64.75%           | 35.25%            |
| 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                         | \$484,847.62    | \$1,942,667.21  | \$3,000,000.00  | \$1,057,332.79   | 64.76%           | 35.24%            |
| <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 08/31/2024

| <b>Date</b> | <b>Source</b>        | <b>Amount</b> |
|-------------|----------------------|---------------|
| 08/01/2024  | AMAZON               | \$311.75      |
| 08/01/2024  | PAESSLER             | \$1547.28     |
| 08/01/2024  | THE HORN BOOK, INC.  | \$72.00       |
| 08/01/2024  | LANDS' END           | \$199.55      |
| 08/01/2024  | PROMO BEARS          | \$2467.02     |
| 08/01/2024  | MRS P & ME           | \$134.97      |
| 08/01/2024  | USPS                 | \$5.15        |
| 08/01/2024  | CAPANNARI ICE CREAM  | \$126.31      |
| 08/02/2024  | Payroll 2024-0802    | \$149807.07   |
| 08/02/2024  | Payroll 2024-0802    | \$55454.78    |
| 08/02/2024  | BAKER & TAYLOR, INC. | \$7709.23     |
| 08/02/2024  | CHICAGO FEDERATION   | \$173.06      |
| 08/02/2024  | CHILDREN'S PLUS INC. | \$5906.72     |
| 08/02/2024  | INGRAM               | \$140.20      |
| 08/02/2024  | MIDWEST TAPE         | \$178.71      |
| 08/02/2024  | RAILS                | \$2100.00     |
| 08/02/2024  | SUPERIOR INDUSTRIAL  | \$397.40      |
| 08/02/2024  | THE KOREA DAILY      | \$300.00      |
| 08/02/2024  | TRU GREEN-CHEM LAWN  | \$454.49      |
| 08/02/2024  | TYMPANI LLC DBA MIND | \$514.80      |
| 08/02/2024  | W. W. GRAINGER, INC. | \$783.76      |
| 08/02/2024  | WAREHOUSE DIRECT     | \$486.22      |
| 08/02/2024  | EMPLOYEE BENEFITS CO | \$1424.15     |
| 08/02/2024  | EXPERT PAY CHILD SUP | \$188.31      |
| 08/02/2024  | VISTAPRINT           | \$384.03      |
| 08/02/2024  | USPS                 | \$4.47        |
| 08/02/2024  | USPS                 | \$14.30       |
| 08/02/2024  | AMAZON               | \$8.99        |
| 08/02/2024  | AMAZON               | \$8.99        |
| 08/02/2024  | AMAZON               | \$2.99        |
| 08/02/2024  | DISNEY               | \$19.99       |
| 08/02/2024  | NETFLIX              | \$15.49       |
| 08/02/2024  | AMAZON               | \$17.94       |
| 08/02/2024  | KD MARKET            | \$22.40       |
| 08/02/2024  | CC-LODGING           | \$436.92      |
| 08/02/2024  | CRICUT               | \$119.88      |
| 08/04/2024  | AMAZON               | \$15.80       |
| 08/04/2024  | MAGAZINESDIRECT.COM  | \$46.95       |

|            |                      |           |
|------------|----------------------|-----------|
| 08/04/2024 | MAGAZINESDIRECT.COM  | \$229.99  |
| 08/04/2024 | AMAZON               | \$8.99    |
| 08/04/2024 | AMAZON               | \$8.99    |
| 08/04/2024 | AMAZON               | \$8.99    |
| 08/04/2024 | AMAZON               | \$8.99    |
| 08/04/2024 | AMAZON               | \$8.99    |
| 08/04/2024 | AMAZON               | \$8.99    |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | DISNEY               | \$19.99   |
| 08/04/2024 | NETFLIX              | \$15.49   |
| 08/04/2024 | NETFLIX              | \$15.49   |
| 08/04/2024 | NETFLIX              | \$15.49   |
| 08/04/2024 | NETFLIX              | \$15.49   |
| 08/04/2024 | NETFLIX              | \$15.49   |
| 08/04/2024 | PEACOCK              | \$59.99   |
| 08/04/2024 | PEACOCK              | \$59.99   |
| 08/04/2024 | JEWEL OSCO           | \$8.58    |
| 08/04/2024 | AMAZON               | \$87.85   |
| 08/04/2024 | AVERY STORE          | \$95.00   |
| 08/05/2024 | ICMA RETIREMENT TRUS | \$7015.05 |
| 08/05/2024 | KANI TECHNOLOGIES IN | \$80.35   |
| 08/05/2024 | AMAZON               | \$99.00   |
| 08/05/2024 | AMAZON               | \$8.99    |
| 08/05/2024 | AMAZON               | \$8.99    |
| 08/05/2024 | AMAZON               | \$8.99    |
| 08/05/2024 | AMAZON               | \$25.80   |
| 08/06/2024 | MICROSOFT            | \$44.00   |
| 08/06/2024 | MICROSOFT            | \$199.20  |
| 08/06/2024 | MICROSOFT            | \$6.60    |
| 08/06/2024 | DISNEY               | \$19.99   |
| 08/06/2024 | NETFLIX              | \$15.49   |
| 08/06/2024 | NETFLIX              | \$15.49   |
| 08/06/2024 | USPS                 | \$13.58   |
| 08/06/2024 | USPS                 | \$7.75    |
| 08/06/2024 | SMARTPRESS.COM       | \$345.75  |
| 08/07/2024 | AT&T ACH             | \$106.64  |
| 08/07/2024 | NETFLIX              | \$15.49   |

|            |                      |             |
|------------|----------------------|-------------|
| 08/07/2024 | USPS                 | \$9.43      |
| 08/07/2024 | AMAZON               | \$33.12     |
| 08/07/2024 | 4-IMPRINT            | \$3172.18   |
| 08/07/2024 | AMAZON               | \$207.44    |
| 08/07/2024 | AMAZON               | \$97.99     |
| 08/08/2024 | AT&T ACH             | \$740.37    |
| 08/08/2024 | Spiral Binding LLC   | \$551.21    |
| 08/08/2024 | OFFICE DEPOT         | \$4.42      |
| 08/08/2024 | USPS                 | \$11.97     |
| 08/08/2024 | AMAZON               | \$47.18     |
| 08/08/2024 | SCHOOL LIBRARY JOURN | \$136.99    |
| 08/08/2024 | WALMART              | \$60.03     |
| 08/08/2024 | L.L. BEAN FOR BUSINE | \$39.95     |
| 08/08/2024 | L.L. BEAN FOR BUSINE | \$39.95     |
| 08/08/2024 | L.L. BEAN FOR BUSINE | \$7.95      |
| 08/09/2024 | AMAZON               | \$155.48    |
| 08/09/2024 | AMERICAN LANDSCAPING | \$320.00    |
| 08/09/2024 | AMERICAN TIME        | \$181.76    |
| 08/09/2024 | BAKER & TAYLOR, INC. | \$9017.72   |
| 08/09/2024 | CHILDREN'S PLUS INC. | \$133.50    |
| 08/09/2024 | ELM USA, INC.        | \$280.95    |
| 08/09/2024 | GLOBAL INDUSTRIAL    | \$85.59     |
| 08/09/2024 | GREGORY ALEXANDER    | \$300.00    |
| 08/09/2024 | IMBERT INTERNATIONAL | \$370.00    |
| 08/09/2024 | INGRAM               | \$1288.93   |
| 08/09/2024 | ITHAKA               | \$1492.00   |
| 08/09/2024 | MENARDS              | \$12.47     |
| 08/09/2024 | MIDWEST TAPE         | \$182.20    |
| 08/09/2024 | OTIS ELEVATOR COMPAN | \$9517.32   |
| 08/09/2024 | OVERDRIVE, INC.      | \$13646.15  |
| 08/09/2024 | OXFORD UNIVERSITY PR | \$1706.90   |
| 08/09/2024 | PLAYAWAY PRODUCTS LL | \$271.95    |
| 08/09/2024 | PROQUEST INFORMATION | \$2076.51   |
| 08/09/2024 | SMC CONSTRUCTION SER | \$270785.70 |
| 08/09/2024 | W. W. GRAINGER, INC. | \$55.16     |
| 08/09/2024 | WAREHOUSE DIRECT     | \$138.25    |
| 08/09/2024 | TECHSMITH CORPORATIO | \$22.49     |
| 08/09/2024 | AMAZON               | \$13.09     |
| 08/09/2024 | WALMART              | \$47.58     |
| 08/09/2024 | AMAZON               | \$2.99      |
| 08/09/2024 | DISNEY               | \$19.99     |
| 08/09/2024 | NETFLIX              | \$15.49     |
| 08/09/2024 | AMAZON               | \$559.98    |
| 08/09/2024 | AMAZON               | \$273.63    |

|            |                      |             |
|------------|----------------------|-------------|
| 08/09/2024 | THOMSON REUTERS      | \$118.00    |
| 08/09/2024 | OFFICE DEPOT         | \$30.00     |
| 08/09/2024 | OFFICE DEPOT         | \$19.62     |
| 08/09/2024 | HR SOURCE            | \$95.00     |
| 08/11/2024 | OCULUS               | \$31.86     |
| 08/11/2024 | AMAZON               | \$8.99      |
| 08/11/2024 | USPS                 | \$23.76     |
| 08/11/2024 | AMAZON               | \$62.44     |
| 08/11/2024 | VISTAPRINT           | \$42.73     |
| 08/11/2024 | AMERICAN LIBRARY AS  | \$247.00    |
| 08/11/2024 | SNAPPR               | \$184.21    |
| 08/11/2024 | AMAZON               | \$753.52    |
| 08/11/2024 | MICHAELS STORES      | \$10.54     |
| 08/11/2024 | UPRINTING            | \$566.68    |
| 08/12/2024 | LIMRICC - UCGA       | \$947.83    |
| 08/12/2024 | REPUBLIC SERVICES #5 | \$310.32    |
| 08/12/2024 | GODADDY.COM, LLC     | \$99.99     |
| 08/12/2024 | MICROSOFT            | \$171.60    |
| 08/13/2024 | SHELL OIL COMPANY    | \$49.01     |
| 08/13/2024 | CHASE BANK           | \$289.80    |
| 08/13/2024 | AMAZON               | \$9.99      |
| 08/13/2024 | DISNEY               | \$19.99     |
| 08/13/2024 | NETFLIX              | \$15.49     |
| 08/13/2024 | NETFLIX              | \$15.49     |
| 08/13/2024 | NETFLIX              | \$15.49     |
| 08/13/2024 | NETFLIX              | \$15.49     |
| 08/13/2024 | AMAZON               | \$14.24     |
| 08/13/2024 | ETSY                 | \$2.30      |
| 08/13/2024 | LANDS' END           | \$107.79    |
| 08/13/2024 | STICKER MULE         | \$679.00    |
| 08/14/2024 | AQUENT LLC           | \$414.00    |
| 08/14/2024 | AMAZON               | \$24.30     |
| 08/14/2024 | AMAZON               | \$48.96     |
| 08/14/2024 | AMAZON               | \$2.99      |
| 08/14/2024 | AMAZON               | \$8.99      |
| 08/14/2024 | DISNEY               | \$19.99     |
| 08/14/2024 | USPS                 | \$16.07     |
| 08/15/2024 | USPS                 | \$4.95      |
| 08/15/2024 | WALL STREET JOURNAL  | \$194.97    |
| 08/15/2024 | 4-IMPRINT            | \$326.82    |
| 08/15/2024 | 4-IMPRINT            | \$326.82    |
| 08/16/2024 | Payroll 2024-0816    | \$150551.82 |
| 08/16/2024 | Payroll 2024-0816    | \$55781.38  |
| 08/16/2024 | BAKER & TAYLOR, INC. | \$8536.87   |



|            |                      |            |
|------------|----------------------|------------|
| 08/16/2024 | BIBLIOTHECA, LLC     | \$5224.88  |
| 08/16/2024 | CDW GOVERNMENT, INC. | \$691.74   |
| 08/16/2024 | CHILDREN'S PLUS INC. | \$228.40   |
| 08/16/2024 | COMBINED ROOFING SER | \$900.00   |
| 08/16/2024 | COMPLETE TEMPERATURE | \$405.00   |
| 08/16/2024 | INGRAM               | \$860.14   |
| 08/16/2024 | KRUEGER INTERNATIONA | \$47469.50 |
| 08/16/2024 | LIGHTING SUPPLY      | \$85.63    |
| 08/16/2024 | LILY VALENTIN        | \$1000.00  |
| 08/16/2024 | MIDWEST TAPE         | \$297.44   |
| 08/16/2024 | OVERDRIVE, INC.      | \$5433.90  |
| 08/16/2024 | STAPLES BUSINESS ADV | \$377.24   |
| 08/16/2024 | W. W. GRAINGER, INC. | \$482.88   |
| 08/16/2024 | WAREHOUSE DIRECT     | \$504.80   |
| 08/16/2024 | MAGIC BY RANDY, INC. | \$400.00   |
| 08/16/2024 | EMPLOYEE BENEFITS CO | \$1424.15  |
| 08/16/2024 | EXPERT PAY CHILD SUP | \$188.31   |
| 08/16/2024 | POSTMASTER           | \$2416.29  |
| 08/16/2024 | AMAZON               | \$2.99     |
| 08/16/2024 | DISNEY               | \$19.99    |
| 08/16/2024 | DISNEY               | \$19.99    |
| 08/16/2024 | USPS                 | \$513.55   |
| 08/16/2024 | APPLE.COM            | \$9.99     |
| 08/16/2024 | AMAZON               | \$90.00    |
| 08/16/2024 | MICHAELS STORES      | \$9.99     |
| 08/16/2024 | AMAZON               | \$18.22    |
| 08/16/2024 | 4-IMPRINT            | \$2494.78  |
| 08/18/2024 | FACEBOOK             | \$25.00    |
| 08/18/2024 | AMAZON               | \$8.99     |
| 08/18/2024 | AMAZON               | \$8.99     |
| 08/18/2024 | AMAZON               | \$2.99     |
| 08/18/2024 | AMAZON               | \$16.99    |
| 08/18/2024 | AMAZON               | \$938.16   |
| 08/18/2024 | DYNAMISM INC         | \$1833.60  |
| 08/18/2024 | PARTY CITY           | \$9.54     |
| 08/18/2024 | ISTOCK PHOTO         | \$70.00    |
| 08/18/2024 | Open Kitchens        | \$2685.00  |
| 08/19/2024 | AFLAC                | \$181.92   |
| 08/19/2024 | ICMA RETIREMENT TRUS | \$6974.71  |
| 08/19/2024 | AMAZON               | \$85.95    |
| 08/19/2024 | JEWEL OSCO           | \$20.98    |
| 08/19/2024 | USPS                 | \$12.33    |
| 08/19/2024 | FACEBOOK             | \$1.31     |
| 08/19/2024 | FACEBOOK             | \$7.15     |

|            |                      |            |
|------------|----------------------|------------|
| 08/20/2024 | COMCAST BUSINESS     | \$192.90   |
| 08/20/2024 | CONSTELLATION NEW EN | \$779.05   |
| 08/20/2024 | COSTCO               | \$28.97    |
| 08/20/2024 | AMAZON               | \$515.94   |
| 08/20/2024 | NETWORK SOLUTIONS LL | \$360.89   |
| 08/20/2024 | AMAZON               | \$24.98    |
| 08/20/2024 | DISNEY               | \$8.08     |
| 08/20/2024 | DISNEY               | \$6.45     |
| 08/20/2024 | DISNEY               | \$4.19     |
| 08/20/2024 | USPS                 | \$8.28     |
| 08/20/2024 | NETWORK SOLUTIONS LL | \$314.91   |
| 08/20/2024 | AMAZON               | \$29.58    |
| 08/20/2024 | NETWORK SOLUTIONS LL | \$184.95   |
| 08/20/2024 | NETWORK SOLUTIONS LL | \$37.99    |
| 08/20/2024 | MOBILE BEACON        | \$5160.00  |
| 08/21/2024 | BITTY BAO            | \$54.00    |
| 08/21/2024 | AMAZON               | \$7.99     |
| 08/21/2024 | AMAZON               | \$674.56   |
| 08/21/2024 | BARRONS              | \$29.99    |
| 08/21/2024 | AMAZON               | \$69.94    |
| 08/21/2024 | MICHAELS STORES      | \$9.97     |
| 08/21/2024 | Hobby Lobby          | \$6.45     |
| 08/22/2024 | POSTMASTER           | \$2416.29  |
| 08/22/2024 | MOBILE BEACON        | \$120.00   |
| 08/22/2024 | AMAZON               | \$16.39    |
| 08/22/2024 | OpenAI               | \$20.00    |
| 08/22/2024 | NETFLIX              | \$15.49    |
| 08/22/2024 | NOTHING BUNDT CAKES  | \$66.15    |
| 08/22/2024 | AMAZON               | \$18.99    |
| 08/23/2024 | ACCURATE EMPLOYMENT  | \$333.42   |
| 08/23/2024 | AMAZON               | \$5540.18  |
| 08/23/2024 | AMERICAN LANDSCAPING | \$320.00   |
| 08/23/2024 | BAKER & TAYLOR, INC. | \$7088.18  |
| 08/23/2024 | CAVENDISH SQUARE     | \$186.03   |
| 08/23/2024 | CDW GOVERNMENT, INC. | \$691.74   |
| 08/23/2024 | CHILDREN'S PLUS INC. | \$40.70    |
| 08/23/2024 | CINTAS #22           | \$245.26   |
| 08/23/2024 | CRIMSON MULTIMEDIA   | \$96.03    |
| 08/23/2024 | CRYSTAL MAINTENANCE  | \$2980.00  |
| 08/23/2024 | G&G CATERING TRUCK   | \$54.00    |
| 08/23/2024 | ILLINOIS LIBRARY AS  | \$75.00    |
| 08/23/2024 | IMAGE SYSTEMS & BUSI | \$23664.00 |
| 08/23/2024 | JOURNAL AND TOPICS   | \$350.00   |
| 08/23/2024 | KANOPY, INC.         | \$646.00   |

|            |                      |            |
|------------|----------------------|------------|
| 08/23/2024 | KRUEGER INTERNATIONA | \$13033.00 |
| 08/23/2024 | LARA SOLONICKNE      | \$400.00   |
| 08/23/2024 | LIGHTING SUPPLY      | \$67.25    |
| 08/23/2024 | MIDWEST TAPE         | \$5792.16  |
| 08/23/2024 | SOUND INCORPORATED   | \$10593.76 |
| 08/23/2024 | SUPERIOR INDUSTRIAL  | \$264.50   |
| 08/23/2024 | THOMSON REUTERS      | \$1635.75  |
| 08/23/2024 | VILLAGE OF MOUNT PRO | \$1597.42  |
| 08/23/2024 | WAREHOUSE DIRECT     | \$369.83   |
| 08/23/2024 | AMAZON               | \$8.99     |
| 08/23/2024 | USPS                 | \$5.15     |
| 08/23/2024 | AMAZON               | \$108.67   |
| 08/23/2024 | AMAZON               | \$15.98    |
| 08/23/2024 | STATION 34           | \$50.94    |
| 08/23/2024 | SPOTIFY              | \$19.99    |
| 08/23/2024 | AMAZON               | \$58.69    |
| 08/25/2024 | AMERICAN LIBRARY AS  | \$300.00   |
| 08/25/2024 | NETFLIX              | \$15.49    |
| 08/25/2024 | USPS                 | \$6.96     |
| 08/25/2024 | AMAZON               | \$49.99    |
| 08/25/2024 | AMAZON               | \$34.19    |
| 08/25/2024 | AMAZON               | \$273.00   |
| 08/25/2024 | STATION 34           | \$111.82   |
| 08/25/2024 | INVESTORS BUSINESS   | \$349.00   |
| 08/25/2024 | USPS                 | \$30.43    |
| 08/25/2024 | AMAZON               | \$165.32   |
| 08/26/2024 | Ventra               | \$180.00   |
| 08/26/2024 | VERIZON WIRELESS     | \$452.34   |
| 08/26/2024 | SAM'S CLUB           | \$75.50    |
| 08/26/2024 | WALL STREET JOURNAL  | \$64.99    |
| 08/27/2024 | VILLAGE OF MOUNT PRO | \$112.00   |
| 08/27/2024 | DELL MARKETING L.P.  | \$287.04   |
| 08/27/2024 | DELL MARKETING L.P.  | \$2039.74  |
| 08/27/2024 | SMARTDRAW SOFTWARE   | \$69.95    |
| 08/27/2024 | DAILY HERALD         | \$755.00   |
| 08/27/2024 | AMAZON               | \$44.97    |
| 08/27/2024 | USPS                 | \$22.02    |
| 08/27/2024 | FEDEX OFFICE PRINT   | \$25.88    |
| 08/27/2024 | UPRINTING            | \$143.22   |
| 08/27/2024 | VISTAPRINT           | \$499.98   |
| 08/27/2024 | VISTAPRINT           | \$224.98   |
| 08/28/2024 | CHICAGO TRIBUNE      | \$146.00   |
| 08/28/2024 | AMAZON               | \$10.30    |
| 08/28/2024 | AMAZON               | \$19.28    |

|            |                      |             |
|------------|----------------------|-------------|
| 08/28/2024 | USPS                 | \$12.77     |
| 08/28/2024 | 4ALLPROMOS           | \$463.84    |
| 08/28/2024 | ZAZZLE               | \$52.56     |
| 08/28/2024 | AMAZON               | \$133.13    |
| 08/28/2024 | AMAZON               | \$45.99     |
| 08/28/2024 | AMAZON               | \$157.07    |
| 08/29/2024 | VILLAGE OF MOUNT PRO | \$74604.09  |
| 08/29/2024 | AMAZON               | \$95.31     |
| 08/29/2024 | AMAZON               | \$15.43     |
| 08/29/2024 | 4-IMPRINT            | \$403.20    |
| 08/29/2024 | DESIGN PICKLE LLC    | \$14.99     |
| 08/29/2024 | AMAZON               | \$700.23    |
| 08/30/2024 | Payroll 2024-0830    | \$166875.86 |
| 08/30/2024 | Payroll 2024-0830    | \$60935.01  |
| 08/30/2024 | BAKER & TAYLOR, INC. | \$4182.52   |
| 08/30/2024 | BLOOMSBURY PUBLISHIN | \$1855.00   |
| 08/30/2024 | CHILDREN'S PLUS INC. | \$385.65    |
| 08/30/2024 | DOW JONES & COMPANY  | \$2100.00   |
| 08/30/2024 | HEATHER LYNN BRAOUDA | \$150.00    |
| 08/30/2024 | INGRAM               | \$641.60    |
| 08/30/2024 | MENARDS              | \$69.33     |
| 08/30/2024 | MIDWEST TAPE         | \$39.99     |
| 08/30/2024 | MULTI-CULTURAL BOOKS | \$222.76    |
| 08/30/2024 | OVERDRIVE, INC.      | \$771.14    |
| 08/30/2024 | SCHOLASTIC LIBRARY   | \$973.25    |
| 08/30/2024 | TODAY'S BUSINESS SOL | \$420.60    |
| 08/30/2024 | TRU GREEN-CHEM LAWN  | \$90.48     |
| 08/30/2024 | ULINE                | \$349.86    |
| 08/30/2024 | VARIETY VENDORS      | \$137.00    |
| 08/30/2024 | EMPLOYEE BENEFITS CO | \$1424.15   |
| 08/30/2024 | EMPLOYEE BENEFITS CO | \$106.39    |
| 08/30/2024 | AFLAC                | \$181.92    |
| 08/30/2024 | EXPERT PAY CHILD SUP | \$188.31    |
| 08/30/2024 | AMAZON               | \$367.27    |
| 08/30/2024 | AMAZON               | \$68.38     |
| 08/30/2024 | PENDLETON STREET TRE | \$137.50    |
| 08/30/2024 | STATION 34           | \$104.76    |
| 08/30/2024 | AMAZON               | \$2.99      |
| 08/30/2024 | AMAZON               | \$2.99      |
| 08/30/2024 | AMAZON               | \$2.99      |
| 08/30/2024 | AMAZON               | \$2.99      |
| 08/30/2024 | AMAZON               | \$2.99      |
| 08/30/2024 | AMAZON               | \$2.99      |
| 08/30/2024 | AMAZON               | \$2.99      |

|            |                      |              |
|------------|----------------------|--------------|
| 08/30/2024 | AMAZON               | \$2.99       |
| 08/30/2024 | AMAZON               | \$2.99       |
| 08/30/2024 | AMAZON               | \$2.99       |
| 08/30/2024 | USPS                 | \$4.28       |
| 08/30/2024 | ADVANCED FILING CONC | \$194.95     |
| 08/31/2024 | FRIENDS OF THE MPPL  | \$171.50     |
|            |                      | <hr/>        |
|            |                      | \$1278599.74 |
|            |                      | <hr/> <hr/>  |

**RESOLUTION NO. 2024-4**

**RESOLUTION APPROVING AND CERTIFYING  
THE 2025 APPROPRIATION BUDGET AND 2024 TAX LEVY DETERMINATION**

**WHEREAS**, heretofore the Board of Trustees of the Mount Prospect Public Library, Mount Prospect, Illinois, at open and public meetings have considered the financing requirements of the Mount Prospect Public Library for the year commencing January 1, 2025; and

**WHEREAS**, the Board of Trustees of the Mount Prospect Public Library has determined the financial requirements of the Mount Prospect Public Library for the ensuing year and has caused to be made, a statement thereof, a copy of which is attached hereto and marked "Exhibit A," for inclusion in the 2025 budget of the Village of Mount Prospect; and

**WHEREAS**, the Board of Trustees of the Mount Prospect Public Library has further determined the amount of money which in its judgment, it will be necessary to levy for library purposes in the 2024 tax levy ordinance to be adopted by the President and Board of Trustees of the Village of Mount Prospect; and

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

**WHEREAS**, that the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2024 Tax Levy Ordinance of the Village of Mount Prospect (taking into consideration other income from accumulations from the prior year, anticipated tax shrinkage, fines, non-resident fees, and maintenance, repairs, and alterations of library buildings and equipment) and for the collection and deposit to the LIBRARY FUND, which includes funds for the Illinois Municipal Retirement Fund, pursuant to Section 5/7-171, Chapter 40 of the Illinois Compiled Statutes; and for the maintenance repairs, and alterations of the library buildings and equipment, pursuant to Section 5/3-4 of Chapter 75 of the Illinois Compiled Statutes; and for insurance and audit fees pursuant to Section 5/4-14 of Chapter 75 of the Illinois Compiled Statutes; and

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

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

**SECTION ONE:** That the financial requirements for library purposes of the Mount Prospect Public Library require the budget for the year commencing January 1, 2025, and ending December 31, 2025, the sum of \$17,941,000 such to be included within the 2025 Budget of the Village of Mount Prospect, Illinois.

**SECTION TWO:** That the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2024 tax levy and to be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes to be paid directly by the County Collector to the Library Fund: \$11,070,060.

Mount Prospect Public Library  
Board of Trustees

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

**SECTION FOUR:** That, if necessary, a committee hereof confer with the Board of Trustees of the Village of Mount Prospect or a committee thereof, or appear before the said Village Board, as may be necessary in conjunction with the enactment of the 2025 Appropriation Budget and 2024 Levy.

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

**SECTION SIX:** That this Resolution shall be in full force and effect as of September 19, 2024.

**AYE:** \_\_\_\_\_

**NAY:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**PASSED THIS 19<sup>th</sup> day of September 2024**

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **19<sup>th</sup> day of September 2024.**

\_\_\_\_\_  
Marie Bass, President

**ATTEST:**

\_\_\_\_\_  
Rosemary Groenwald, Secretary

Mount Prospect Public Library  
Board of Trustees

**EXHIBIT A**  
**MOUNT PROSPECT PUBLIC LIBRARY**  
**2025 APPROPRIATION BUDGET AND 2024 TAX LEVY REQUEST**

| <b>DESCRIPTION</b>     | <b>2025<br/>APPROPRIATION<br/>BUDGET</b> | <b>2024<br/>LEVY<br/>REQUEST</b> |
|------------------------|------------------------------------------|----------------------------------|
| Library Fund           | 14,391,000                               | 11,070,060                       |
| Capital Reserve Fund   | 3,500,000                                | -                                |
| Gift Fund              | <u>50,000</u>                            | -                                |
| <b>Total All Funds</b> | <b>17,941,000</b>                        | <b>11,070,060</b>                |

DRAFT



# Mount Prospect Public Library

## 2025 Budget Proposal

### Executive Summary

The library’s expected revenue is \$11.4M, which includes \$11.1M from local property taxes. The levy request represents a 2% increase from the previous year. Our tax revenue includes PPRT, which is estimated to decrease by about 24% in 2025. Over the last two years, our investment income has remained strong; thus, the budget includes a 33% increase from the 2024 budgeted amount.

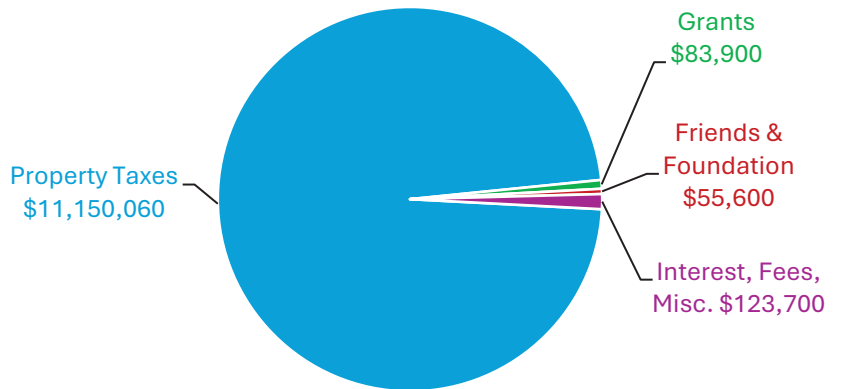
Additionally, the library receives small amounts of revenue from other sources, such as grants, reimbursements, fees, and donations. We have budgeted for the Per Capita grant of \$84k from the State of Illinois.

While 98% of our revenue comes from local property taxes, the library’s portion accounts for only 6% of the total Mount Prospect property tax bill<sup>1</sup>.

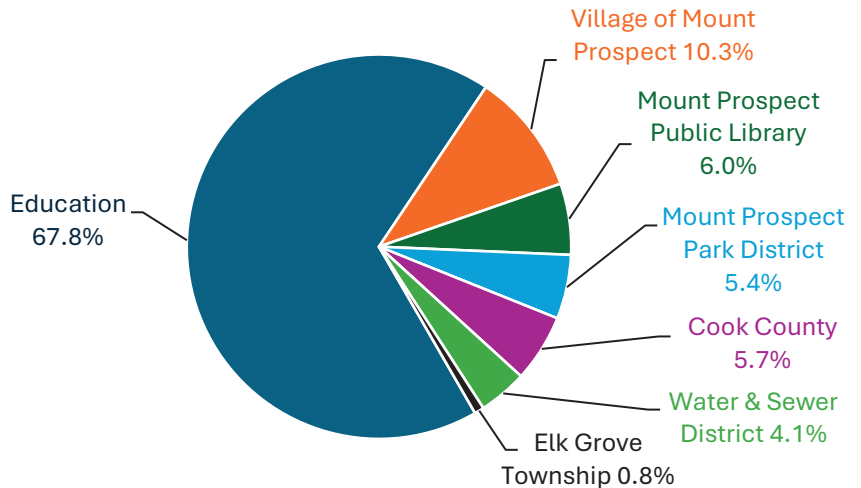
The library’s expected expenditures include:

- 1.8% increase in overall expenses
- Nine capital maintenance projects
- Year-end Capital Projects Fund transfer

### 2025 MPPL REVENUE



### DISTRIBUTION OF PROPERTY TAXES



<sup>1</sup>Assumes a sample \$330k property located in Mount Prospect, Elk Grove Township, and School District #57. From Village of Mount Prospect 2024 Annual Budget page 27.

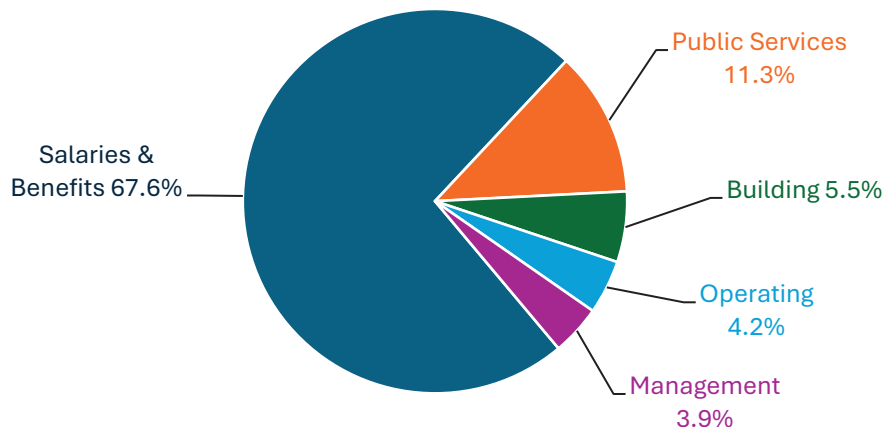
# Mount Prospect Public Library

## 2025 Budget Proposal

| Category                       | 2025 Budget      | Change from 2024 | Category                        | 2025 Budget    | Change from 2024 |
|--------------------------------|------------------|------------------|---------------------------------|----------------|------------------|
| <b>Salaries &amp; Benefits</b> | <b>7,697,759</b> | <b>1.6%</b>      | <b>Operating</b>                | <b>489,425</b> | <b>-3.2%</b>     |
| Salaries                       | 6,065,713        | 2.3%             | Contract Services               | 118,600        | -16.5%           |
| Medical/Life insurance         | 798,000          | -3.0%            | IT Services                     | 141,375        | 16.9%            |
| Payroll taxes                  | 461,583          | 1.7%             | Insurance                       | 105,000        | -9.5%            |
| IMRF                           | 365,463          | 5.9%             | Supplies                        | 55,550         | 2.9%             |
| Unemployment                   | 7,000            | -69.6%           | Phone/Internet                  | 34,900         | -2.8%            |
|                                |                  |                  | Postage                         | 34,000         | 6.9%             |
| <b>Public Services</b>         | <b>1,292,665</b> | <b>3.6%</b>      | <b>Management</b>               | <b>444,655</b> | <b>-0.6%</b>     |
| Online Materials               | 578,065          | 4.5%             | Human Resources                 | 175,400        | 1.0%             |
| Books, DVDs, CDs, Magazines    | 510,600          | 3.1%             | Printing                        | 100,000        | -20.6%           |
| Programs                       | 100,300          | -2.0%            | Marketing                       | 100,800        | 36.2%            |
| Library of Things              | 75,000           | 10.3%            | Other Operating                 | 34,255         | -11.5%           |
| Processing Supplies            | 28,700           | 0.0%             | Professional Dues               | 14,500         | -14.7%           |
| <b>Building</b>                | <b>633,106</b>   | <b>5.8%</b>      | Legal Fees                      | 10,000         | 0.0%             |
| Equipment & Furnishings        | 192,220          | -3.4%            | Audit                           | 6,600          | 17.9%            |
| System Maintenance             | 156,925          | 12.4%            | Board Development               | 3,100          | 24.0%            |
| Building Maintenance           | 156,710          | 17.1%            | <b>Reimbursements</b>           | <b>55,600</b>  | <b>155.0%</b>    |
| Janitorial                     | 79,300           | 3.5%             | <b>Transfer to Capital Fund</b> | <b>800,000</b> | <b>0.0%</b>      |
| Utilities                      | 47,951           | -2.7%            |                                 |                |                  |

## 2025 Library Fund Expenditures & Transfers - \$11,413,210

### 2025 LIBRARY FUND EXPENDITURES



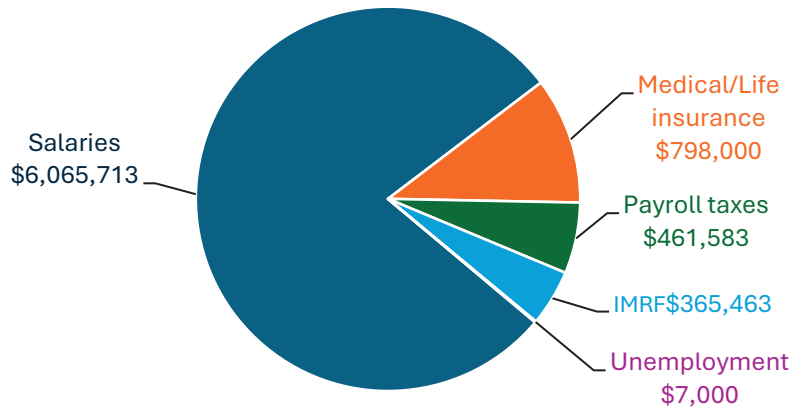
# Mount Prospect Public Library

## 2025 Budget Proposal

### Salaries & Benefits – \$7,697,759

Salaries and benefits make up 68% of our operating budget and are our largest expenditure. The 2025 salary budget includes a merit increase of 4%; a bonus pool; an updated salary structure, and minimum grade adjustments. Our IMRF rate stayed the same from last year (6.3%), and we decreased our health insurance budget to closer match actual costs. In total, with all of the recommended increases, the overall Salaries & Benefits line increases 1.6% over 2024.

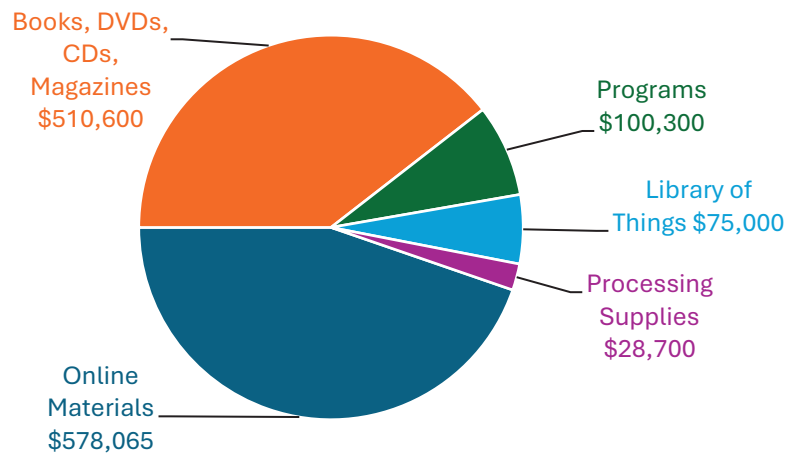
### 2025 SALARY & BENEFIT EXPENSES



### Public Services – \$1,292,665

Following our strategic plan, there are increases in public service expenditures for online materials, programs, and the Library of Things. We added funds to the Overdrive Advantage Non-Fiction and Youth lines to continue reducing holds on digital materials. There continue to be fewer DVDs available to purchase due to the shift to streaming, so we have moved funds from AV to print materials. Additionally, we have continued increasing our Hoopla budget to help fulfill the community's streaming needs.

### 2025 PUBLIC SERVICE EXPENSES



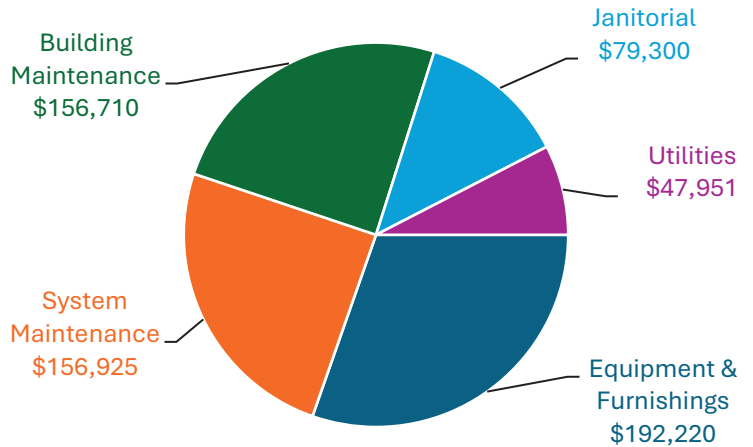
# Mount Prospect Public Library

## 2025 Budget Proposal

### Building - \$633,106

Building expenses have increased by 5.8% compared to our 2024 budget. We anticipate an increase in our cleaning contract, with a fall 2024 contract renewal upcoming. There have been increased costs of service visits due to the age our chillers and roof and the increased cost of our new building automation service contract. Additionally, a newly added item to the Building budget is the lease of a vehicle for the Outreach team. We slightly reduced the utilities budget, which is back to the pre-COVID budget level.

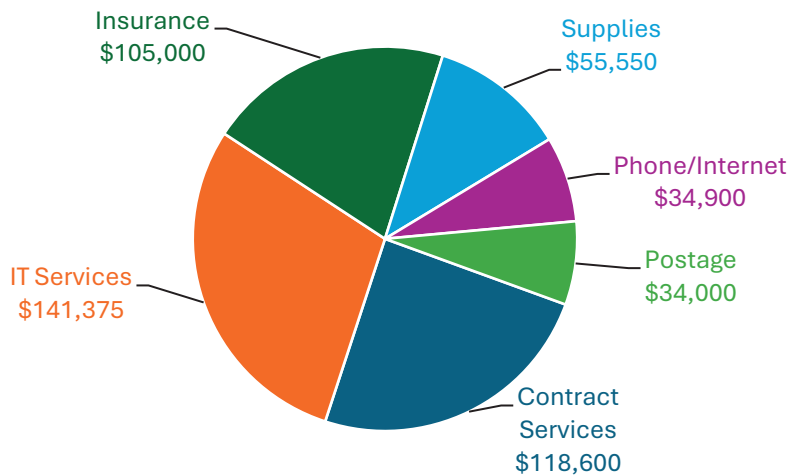
### 2025 BUILDING EXPENSES



### Operating - \$489,425

Our operating budget is reduced due to the library paying for one-time costs to join CCS in 2024. 2025 is the second to last year in which the library will have overlapping Integrated Library System (ILS) costs due to our existing Sirsi contract expiration date in 2026 and our ongoing agreement with CCS. We have seen cost savings in insurance and our contract services account due to the library paying one-time costs for the CCS membership. Operating increases include renewing our antivirus software, additional Adobe Creative Cloud licenses for public computers, and new networking equipment at the South Branch.

### 2025 OPERATING EXPENSES



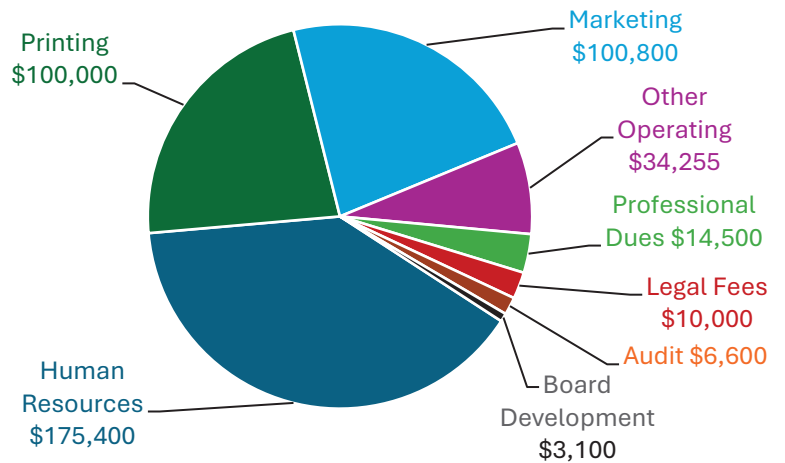
# Mount Prospect Public Library

## 2025 Budget Proposal

### Management – \$444,655

Per our strategic plan, we are increasing portions of the Marketing budget to provide higher visibility of library offerings to the public. In response to a very positive community turnout to the summer reading t-shirt giveaway, the library will increase its offering in 2025. Additionally, Marketing is shifting funds from printing to account for the growing demand for library promotional items. The library anticipates expenses for consulting and legal fees for the future Main Library and South Branch capital projects. We have increased the Audit budget to offset costs due to new reporting requirements. The library has more anticipated tuition reimbursement, which has been increased and offset by decreased spending on library conferences due to PLA not occurring in 2025. There is \$3,100 allocated for Board Development, which will cover board member training and attending conferences.

### 2025 MANAGEMENT EXPENSES



### Friends, Foundation, Gift Fund, and Capital Projects

#### Friends of the Mount Prospect Public Library

We have estimated the 2025 Friends donation will be around \$44,400. Final decisions will be made in November 2024. The request will include funds for FanFest, the Teddy Bear Walk, Youth outreach book giveaways, a chess table and related programs, and staff Morale Committee support.

# Mount Prospect Public Library

## 2025 Budget Proposal

### Mount Prospect Public Library Foundation

We anticipate that the 2025 donations from the Foundation will be around \$11,200. The request includes funds for adult and youth programs, the Raise a Reader reading program, and the Youth Dial-A-Story service.

### Gift Fund

We have budgeted \$50,000 to spend from the Gift Fund for projects that are deemed to have a direct public impact. The Gift Fund receives about \$5,000 annually from the sale of discarded items to Thrift Books and donations from the community.

### Capital Projects

For 2025, we expect to complete nine maintenance projects, seven of which were identified in the 2020 Capital Assessment Study for a combined total of \$250k. There are two large remaining projects from the Study that are planned to be completed in 2027, which are replacing the HVAC chillers (\$600k) and the roof (\$1.8M). We continue to use our 20-year Capital Improvement Plan to identify projects as candidates for completion for the next fiscal year. Before embarking on a project, we assess it in detail to determine the specific condition of the existing situation and decide to move forward with the project or assign it to a later date in the plan. For 2025, we have nine building maintenance projects:

- Replacement of controllers for Gas Fired humidifiers - \$8,000
- Replacement of Server room HVAC (Duct free split system) - \$35,000
- Replacement of Garage and Main entrance level automatic doors - \$85,000
- Replacement of damaged Garage strobe lights - \$10,000
- Replacement of damaged Garage sprinkler heads - \$20,000
- Replacement of building Surge Protector - \$5,000
- Replacement of Phone system - \$50,000
- Installation of (5) Prox Card Readers - \$10,000
- Installation of (5) Automatic door operators - \$27,000

**Combined Statement of Revenues, Expenditures, & Fund Balances  
2025 Budget**

|                                | Library<br>Operating<br>Fund | Working<br>Cash<br>Fund | Capital<br>Projects<br>Fund | Gift<br>Fund    | Total<br>All<br>Funds |
|--------------------------------|------------------------------|-------------------------|-----------------------------|-----------------|-----------------------|
| <b>Revenues</b>                |                              |                         |                             |                 |                       |
| Property Taxes                 | \$ 11,070,060                | -                       | -                           | -               | 11,070,060            |
| PPRT                           | \$ 80,000                    | -                       | -                           | -               | 80,000                |
| Per Capita Grant               | \$ 83,900                    | -                       | -                           | -               | 83,900                |
| Interest                       | \$ 100,000                   | -                       | 75,000                      | -               | 175,000               |
| Fees                           | \$ 500                       | -                       | -                           | -               | 500                   |
| Miscellaneous                  | \$ 23,150                    | -                       | -                           | 5,000           | 28,150                |
| Friends and Foundation         | \$ 55,600                    | -                       | -                           | -               | 55,600                |
| Other Grants                   | \$ -                         | -                       | -                           | -               | -                     |
| <b>Total Revenues</b>          | <b>11,413,210</b>            | <b>-</b>                | <b>75,000</b>               | <b>5,000</b>    | <b>11,493,210</b>     |
| <b>Expenses</b>                |                              |                         |                             |                 |                       |
| Salaries & Benefits            | 7,697,759                    | -                       | -                           | -               | 7,697,759             |
| Management                     | 444,655                      | -                       | -                           | -               | 444,655               |
| Operating                      | 489,425                      | -                       | -                           | -               | 489,425               |
| Building                       | 633,106                      | -                       | -                           | -               | 633,106               |
| Public Services                | 1,292,665                    | -                       | -                           | -               | 1,292,665             |
| Friends and Foundation         | 55,600                       | -                       | -                           | -               | 55,600                |
| Capital Projects Fund          | -                            | -                       | 250,000                     | -               | 250,000               |
| Gift Fund                      | -                            | -                       | -                           | 50,000          | 50,000                |
| <b>Total Expenses</b>          | <b>10,613,210</b>            | <b>-</b>                | <b>250,000</b>              | <b>50,000</b>   | <b>10,913,210</b>     |
| <b>Transfers</b>               | <b>(800,000)</b>             | <b>-</b>                | <b>800,000</b>              | <b>-</b>        | <b>-</b>              |
| <b>Revenue over Expenses</b>   | <b>-</b>                     | <b>-</b>                | <b>625,000</b>              | <b>(45,000)</b> | <b>580,000</b>        |
| Fund Balances as of 07/31/2024 | 8,597,551                    | 2,116,046               | 5,812,045                   | 572,540         | 17,098,181            |

## Library Fund

| Library Fund Revenue                  | 2024 Budget          | 2025 Budget          | \$ Difference      | % Difference |
|---------------------------------------|----------------------|----------------------|--------------------|--------------|
| <b>Tax Revenue</b>                    | <b>\$ 10,958,000</b> | <b>\$ 11,150,060</b> | <b>\$ 192,060</b>  | <b>1.8%</b>  |
| Property Taxes                        | \$ 10,853,000        | \$ 11,070,060        | \$ 217,060         | 2.0%         |
| PPRT                                  | \$ 105,000           | \$ 80,000            | \$ (25,000)        | -23.8%       |
| <b>Other Revenue</b>                  | <b>\$ 269,500</b>    | <b>\$ 263,150</b>    | <b>\$ (6,350)</b>  | <b>-2.4%</b> |
| Interest                              | \$ 75,000            | \$ 100,000           | \$ 25,000          | 33.3%        |
| Per Capita Grant                      | \$ 83,900            | \$ 83,900            | \$ -               | 0.0%         |
| Fees, Misc.                           | \$ 15,800            | \$ 23,650            | \$ 7,850           | 49.7%        |
| Other Grants                          | \$ 73,000            | \$ -                 | \$ (73,000)        | -100.0%      |
| Friends and Foundation Reimbursements | \$ 21,800            | \$ 55,600            | \$ 33,800          | 155.0%       |
| <b>Total Library Fund Revenues</b>    | <b>\$ 11,227,500</b> | <b>\$ 11,413,210</b> | <b>\$ 185,710</b>  | <b>1.7%</b>  |
| Library Fund Expenses                 | 2024 Budget          | 2025 Budget          | \$ Difference      | % Difference |
| <b>Salaries &amp; Benefits</b>        | <b>\$ 7,576,000</b>  | <b>\$ 7,697,759</b>  | <b>\$ 121,759</b>  | <b>1.6%</b>  |
| Salaries                              | \$ 5,931,000         | \$ 6,065,713         | \$ 134,713         | 2.3%         |
| Medical/Life insurance                | \$ 823,000           | \$ 798,000           | \$ (25,000)        | -3.0%        |
| Payroll taxes                         | \$ 454,000           | \$ 461,583           | \$ 7,583           | 1.7%         |
| IMRF                                  | \$ 345,000           | \$ 365,463           | \$ 20,463          | 5.9%         |
| Unemployment                          | \$ 23,000            | \$ 7,000             | \$ (16,000)        | -69.6%       |
| <b>Public Services</b>                | <b>\$ 1,247,500</b>  | <b>\$ 1,292,665</b>  | <b>\$ 45,165</b>   | <b>3.6%</b>  |
| Online Materials                      | \$ 553,100           | \$ 578,065           | \$ 24,965          | 4.5%         |
| Books, DVDs, CDs, Magazines           | \$ 495,400           | \$ 510,600           | \$ 15,200          | 3.1%         |
| Programs                              | \$ 102,300           | \$ 100,300           | \$ (2,000)         | -2.0%        |
| Library of Things                     | \$ 68,000            | \$ 75,000            | \$ 7,000           | 10.3%        |
| Processing Supplies                   | \$ 28,700            | \$ 28,700            | \$ -               | 0.0%         |
| <b>Building</b>                       | <b>\$ 598,300</b>    | <b>\$ 633,106</b>    | <b>\$ 34,806</b>   | <b>5.8%</b>  |
| Equipment & Furnishings               | \$ 199,000           | \$ 192,220           | \$ (6,780)         | -3.4%        |
| System Maintenance                    | \$ 139,600           | \$ 156,925           | \$ 17,325          | 12.4%        |
| Building Maintenance                  | \$ 133,800           | \$ 156,710           | \$ 22,910          | 17.1%        |
| Janitorial                            | \$ 76,600            | \$ 79,300            | \$ 2,700           | 3.5%         |
| Utilities                             | \$ 49,300            | \$ 47,951            | \$ (1,349)         | -2.7%        |
| <b>Operating</b>                      | <b>\$ 500,600</b>    | <b>\$ 489,425</b>    | <b>\$ (11,175)</b> | <b>-2.2%</b> |
| Contract Services                     | \$ 142,000           | \$ 118,600           | \$ (23,400)        | -16.5%       |
| IT Services                           | \$ 120,900           | \$ 141,375           | \$ 20,475          | 16.9%        |
| Insurance                             | \$ 116,000           | \$ 105,000           | \$ (11,000)        | -9.5%        |
| Supplies                              | \$ 54,000            | \$ 55,550            | \$ 1,550           | 2.9%         |
| Phone/Internet                        | \$ 35,900            | \$ 34,900            | \$ (1,000)         | -2.8%        |
| Postage                               | \$ 31,800            | \$ 34,000            | \$ 2,200           | 6.9%         |



## Library Fund

| Library Fund Expenses                        | 2024 Budget       | 2025 Budget       | \$ Difference     | % Difference |
|----------------------------------------------|-------------------|-------------------|-------------------|--------------|
| <b>Management</b>                            | <b>\$ 447,500</b> | <b>\$ 444,655</b> | <b>\$ (2,845)</b> | <b>-0.6%</b> |
| Human Resources                              | \$ 173,700        | \$ 175,400        | \$ 1,700          | 1.0%         |
| Printing                                     | \$ 126,000        | \$ 100,000        | \$ (26,000)       | -20.6%       |
| Marketing                                    | \$ 74,000         | \$ 100,800        | \$ 26,800         | 36.2%        |
| Other Operating                              | \$ 38,700         | \$ 34,255         | \$ (4,445)        | -11.5%       |
| Professional Dues                            | \$ 17,000         | \$ 14,500         | \$ (2,500)        | -14.7%       |
| Legal Fees                                   | \$ 10,000         | \$ 10,000         | \$ -              | 0.0%         |
| Audit                                        | \$ 5,600          | \$ 6,600          | \$ 1,000          | 17.9%        |
| Board Development                            | \$ 2,500          | \$ 3,100          | \$ 600            | 24.0%        |
| <b>Total Library Fund Expenses</b>           | <b>10,369,900</b> | <b>10,557,610</b> | <b>187,710</b>    | <b>1.8%</b>  |
| Revenue over Expenses                        | 857,600           | 855,600           | (2,000)           | -0.2%        |
| Transfer to Capital Project Fund             | 800,000           | 800,000           | -                 | 0.0%         |
| Friends and Foundation Reimbursements        | 21,800            | 55,600            | 33,800            | 155.0%       |
| Revenue over Expenses w/ Transfer            | 35,800            | -                 | (35,800)          | -100.0%      |
| <i>Library Fund Balance as of 07/31/2024</i> | 8,597,551         |                   |                   |              |

## Capital Projects Fund

| Capital Projects Fund Revenue                         | 2024 Budget       | 2025 Budget       | \$ Difference      | % Difference  |
|-------------------------------------------------------|-------------------|-------------------|--------------------|---------------|
| Interest                                              | \$ 25,000         | \$ 75,000         | \$ 50,000          | 66.7%         |
| Transfer from Library Fund                            | \$ 800,000        | \$ 800,000        | \$ -               | 0.0%          |
| <b>Total Capital Projects Fund Revenues</b>           | <b>\$ 825,000</b> | <b>\$ 875,000</b> | <b>\$ 50,000</b>   | <b>6.1%</b>   |
| Capital Projects Fund Expenses                        | 2024 Budget       | 2025 Budget       | \$ Difference      | % Difference  |
| Project A Renovation                                  | \$ 2,621,000      | \$ -              | \$ (2,621,000)     | N/A           |
| Sorter                                                | \$ 300,000        | \$ -              | \$ (300,000)       | N/A           |
| Self Checks                                           | \$ 86,000         | \$ -              | \$ (86,000)        | N/A           |
| Piano                                                 | \$ 10,000         | \$ -              | \$ (10,000)        | N/A           |
| Handsets                                              | \$ 10,000         | \$ -              | \$ (10,000)        | N/A           |
| Room A Chairs                                         | \$ 15,000         | \$ -              | \$ (15,000)        | N/A           |
| Humidifier controls                                   |                   | \$ 8,000          | \$ 8,000           | 100%          |
| Server Room AC Replacement                            |                   | \$ 35,000         | \$ 35,000          | 100%          |
| Automatic doors (Main and Garage entrance)            |                   | \$ 85,000         | \$ 85,000          | 100%          |
| Garage Strobe Light Replacement                       |                   | \$ 10,000         | \$ 3,000           | 100%          |
| Garage Sprinkler Head Replacement                     |                   | \$ 20,000         | \$ 20,000          | 100%          |
| Surge Protector Replacement                           |                   | \$ 5,000          | \$ 5,000           | 100%          |
| Phone system Replacement                              |                   | \$ 50,000         | \$ 50,000          | 100%          |
| Prox Card Readers                                     |                   | \$ 10,000         | \$ 10,000          | 100%          |
| Automatic door operators                              |                   | \$ 27,000         | \$ 27,000          | 100%          |
| <b>Total Capital Projects Fund Expenses</b>           | <b>3,042,000</b>  | <b>250,000</b>    | <b>(2,792,000)</b> | <b>-91.8%</b> |
| <i>Capital Projects Fund Balance as of 07/31/2024</i> | \$ 5,812,045      |                   |                    |               |

## Gift Fund

| Gift Fund Revenue                         | 2024 Budget       | 2025 Budget      | \$ Difference   | % Difference |
|-------------------------------------------|-------------------|------------------|-----------------|--------------|
| Miscellaneous                             | \$ 5,000          | \$ 5,000         | -               | 0%           |
| <b>Total Gift Fund Revenues</b>           | <b>\$ 5,000</b>   | <b>\$ 5,000</b>  | <b>-</b>        | <b>0%</b>    |
| Gift Fund Expenditures                    | 2024 Budget       | 2025 Budget      | \$ Difference   | % Difference |
| Project A Renovation                      | \$ 100,000        | \$ -             | (100,000)       | -100%        |
| Miscellaneous                             | \$ -              | \$ 50,000        | 50,000          | N/A          |
| <b>Total Gift Fund Expenses</b>           | <b>\$ 100,000</b> | <b>\$ 50,000</b> | <b>(50,000)</b> | <b>-50%</b>  |
| <i>Gift Fund Balance as of 07/31/2024</i> | <i>\$ 572,540</i> |                  |                 |              |

## 5 Year Capital Plan

| Projects                    | 2025           | 2026             | 2027             | 2028             | 2029           |
|-----------------------------|----------------|------------------|------------------|------------------|----------------|
| <b>Major Renovations</b>    | -              | <b>6,000,000</b> | <b>3,000,000</b> | <b>5,000,000</b> | -              |
| Project B - Second Floor    | -              | 6,000,000        | -                | -                | -              |
| Project C - First Floor     | -              | -                | -                | 5,000,000        | -              |
| South Branch relocation     | -              | -                | 3,000,000        | -                | -              |
| <b>Equipment/Furniture</b>  | <b>87,000</b>  | <b>182,000</b>   | -                | -                | -              |
| Prox Card readers           | 10,000         | -                | -                | -                | -              |
| Automatic door operators    | 27,000         | -                | -                | -                | -              |
| Phone system replacement    | 50,000         | -                | -                | -                | -              |
| Prox Card system upgrade    | -              | 100,000          | -                | -                | -              |
| Disc cleaners               | -              | 22,000           | -                | -                | -              |
| Remote kiosks/lockers       | -              | 60,000           | -                | -                | -              |
| <b>Building Maintenance</b> | <b>90,000</b>  | -                | <b>1,894,000</b> | <b>98,000</b>    | <b>102,000</b> |
| Automatic door replacement  | 85,000         | -                | -                | -                | -              |
| Surge Protector replacement | 5,000          | -                | -                | -                | -              |
| Roof replacement            | -              | -                | 1,800,000        | -                | -              |
| Elevator upgrade/modernize  | -              | -                | 94,000           | 98,000           | 102,000        |
| <b>Garage Maintenance</b>   | <b>30,000</b>  | -                | -                | -                | -              |
| Strobe light replacement    | 10,000         | -                | -                | -                | -              |
| Sprinkler head replacement  | 20,000         | -                | -                | -                | -              |
| <b>HVAC</b>                 | <b>43,000</b>  | -                | <b>600,000</b>   | -                | -              |
| Humidifier controls         | 8,000          | -                | -                | -                | -              |
| Server Room AC replacement  | 35,000         | -                | -                | -                | -              |
| Chillers replacement        | -              | -                | 600,000          | -                | -              |
| <b>Structural</b>           | -              | -                | -                | <b>328,000</b>   | -              |
| Major tuckpointing          | -              | -                | -                | 328,000          | -              |
| <b>Total Expenses</b>       | <b>250,000</b> | <b>6,182,000</b> | <b>5,494,000</b> | <b>5,426,000</b> | <b>102,000</b> |

## 2025 Salary Structure

| Pay Grade                                                                                                                          | 2025 Payrates | Range Minimum | Range Midpoint | Range Maximum |
|------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|----------------|---------------|
| <i>Due to the increase in the minimum wage in prior years and the 2023 benchmarking project, Grades 1, 2 and 3 were eliminated</i> |               |               |                |               |
| 4                                                                                                                                  | Annual        | \$ 29,250.00  | \$ 36,133.50   | \$ 43,368.00  |
|                                                                                                                                    | Pay Period    | \$ 1,125.00   | \$ 1,389.75    | \$ 1,668.00   |
|                                                                                                                                    | Hourly        | \$ 15.00      | \$ 18.53       | \$ 22.24      |
| 5                                                                                                                                  | Annual        | \$ 32,409.00  | \$ 40,521.00   | \$ 48,633.00  |
|                                                                                                                                    | Pay Period    | \$ 1,246.50   | \$ 1,558.50    | \$ 1,870.50   |
|                                                                                                                                    | Hourly        | \$ 16.62      | \$ 20.78       | \$ 24.94      |
| 6                                                                                                                                  | Annual        | \$ 36,328.50  | \$ 45,415.50   | \$ 54,502.50  |
|                                                                                                                                    | Pay Period    | \$ 1,397.25   | \$ 1,746.75    | \$ 2,096.25   |
|                                                                                                                                    | Hourly        | \$ 18.63      | \$ 23.29       | \$ 27.95      |
| 7                                                                                                                                  | Annual        | \$ 40,755.00  | \$ 50,934.00   | \$ 61,113.00  |
|                                                                                                                                    | Pay Period    | \$ 1,567.50   | \$ 1,959.00    | \$ 2,350.50   |
|                                                                                                                                    | Hourly        | \$ 20.90      | \$ 26.12       | \$ 31.34      |
| 8                                                                                                                                  | Annual        | \$ 45,669.00  | \$ 57,076.50   | \$ 68,484.00  |
|                                                                                                                                    | Pay Period    | \$ 1,756.50   | \$ 2,195.25    | \$ 2,634.00   |
|                                                                                                                                    | Hourly        | \$ 23.42      | \$ 29.27       | \$ 35.12      |
| 9                                                                                                                                  | Annual        | \$ 51,207.00  | \$ 63,999.00   | \$ 76,791.00  |
|                                                                                                                                    | Pay Period    | \$ 1,969.50   | \$ 2,461.50    | \$ 2,953.50   |
|                                                                                                                                    | Hourly        | \$ 26.26      | \$ 32.82       | \$ 39.38      |
| 10                                                                                                                                 | Annual        | \$ 57,408.00  | \$ 71,760.00   | \$ 86,112.00  |
|                                                                                                                                    | Pay Period    | \$ 2,208.00   | \$ 2,760.00    | \$ 3,312.00   |
|                                                                                                                                    | Hourly        | \$ 29.44      | \$ 36.80       | \$ 44.16      |
| 11                                                                                                                                 | Annual        | \$ 64,369.50  | \$ 80,457.00   | \$ 96,544.50  |
|                                                                                                                                    | Pay Period    | \$ 2,475.75   | \$ 3,094.50    | \$ 3,713.25   |
|                                                                                                                                    | Hourly        | \$ 33.01      | \$ 41.26       | \$ 49.51      |
| 12                                                                                                                                 | Annual        | \$ 72,150.00  | \$ 90,187.50   | \$ 108,225.00 |
|                                                                                                                                    | Pay Period    | \$ 2,775.00   | \$ 3,468.75    | \$ 4,162.50   |
|                                                                                                                                    | Hourly        | \$ 37.00      | \$ 46.25       | \$ 55.50      |
| 13                                                                                                                                 | Annual        | \$ 80,886.00  | \$ 101,107.50  | \$ 121,329.00 |
|                                                                                                                                    | Pay Period    | \$ 3,111.00   | \$ 3,888.75    | \$ 4,666.50   |
|                                                                                                                                    | Hourly        | \$ 41.48      | \$ 51.85       | \$ 62.22      |
| 14                                                                                                                                 | Annual        | \$ 90,694.50  | \$ 113,373.00  | \$ 136,051.50 |
|                                                                                                                                    | Pay Period    | \$ 3,488.25   | \$ 4,360.50    | \$ 5,232.75   |
|                                                                                                                                    | Hourly        | \$ 46.51      | \$ 58.14       | \$ 69.77      |
| ED                                                                                                                                 | Annual        | \$ 121,446.00 | \$ 151,807.50  | \$ 182,169.00 |
|                                                                                                                                    | Pay Period    | \$ 4,671.00   | \$ 5,838.75    | \$ 7,006.50   |
|                                                                                                                                    | Hourly        | \$ 62.28      | \$ 77.85       | \$ 93.42      |

*Effective 1/12/2025, the 1st full pay period in 2025.*

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

August 2024

Fiction/AV/Teen

- 1) On August 28, FAVT and South Branch staff visited the Centennial Apartments senior community. The residents and activities coordinator enjoyed learning about the library's Homebound Delivery services, listened to our expert staff talk about a variety of books, and checked out their favorites from our booktalks. Two of the residents signed up for the Homebound Delivery program, and one of them shared, "This is the best thing happening here!"
- 2) Tiny Art Show returned for the third year in a row! 200 kits were distributed to teens/adults, 200 to Youth, and South Branch gave out 50 kits! Patrons were excited and started returning their artwork right away – several mentioned that they had been looking forward to the Tiny Art Show program after participating last year.
- 3) In August we launched the One Book, One Village webpage filled with tie-in content, including a "Choose My Next Murder" form, a personality quiz, highlighted programs, an upcoming Whodunit scavenger hunt, and 12 book lists.



South Branch & Community Engagement

- 1) We joined other D214 libraries at a school-wide event for all the specialized schools housed at Forest View Educational Center. We talked to about 30 people and registered 7 new library cards.
- 2) It was a warm and festive day at the annual Celebration of Cultures event hosted by the Village at Kopp Park on the south side of Mount Prospect. We hosted two sessions of Lotería and spoke with many attendees at our table where we provided a craft activity, giveaways, and library promotional materials.

Our One Book, One Village community read brings us together to explore the same books, sparking lively conversations and building connections, one page and reading book at a time. Mount Prospect is reading about...

This week's One Book, One Village Member Club Pick: Richard Osman. Imagine a group of four unlikely friends who gather weekly to crack cold cases. When a murder takes place in their peaceful community, they find themselves racing the police and testating twists and turns with their wit, wit, and who needs to solve the case.

Members of the club are available to discuss the book, attend author events, and participate in special events. It is a great way to connect with your neighbors and enjoy the company of others who share your love of reading.

Register now to attend and join for discussions, programs, and a large-scale mystery scavenger hunt!

**About the Author**  
Richard Osman is an English author, television presenter, producer, and comedian. He is known for his work producing and hosting British game shows. His debut novel, The Thursday Murder Club, was published in 2019. His second in the acclaimed mystery series was a number one, million-copy international bestseller as well as a New York Times bestseller. He lives in London with his wife, Ffion, and their cat. A film adaptation of The Thursday Murder Club is currently in production.

**Attend a Program or Discussion**  
**Book Giveaway Kickoff Event**  
Tuesday, September 3, 5-8 p.m. | No registration required.  
Drop in and pick up your FREE copy of our One Book, One Village community read title available to Mount Prospect residents while supplies last.

**Pick Your Poison: A Booktalk**  
Tuesday, October 1, 7 p.m. | Registration required.  
Come discuss "Mystery/Mystery/Mystery" books that have flown under the radar.

**Mystery Movies @ MPPL**

**Which Thursday Murder Club Member Are You?**  
Elizabeth Ibrahim

Mount Prospect Public Library  
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- 3) We celebrated the 15th year anniversary of the CCC/South Branch with a Quinceañera-themed party. Over 100 attendees enjoyed tacos, cake, face painting, button making, and giveaway bags with a book and craft. We were joined by some special guests, including the mayor, library trustees, Su, and Monty the Duck. We also hosted several related programs and activities throughout the month, including a birthday storytime, birthday bingo, and piñata-decorating activity.



- 4) We collaborated with the Des Plaines Public Library to host a Spanish book discussion featuring the title *Britt-Marie Was Here* by Fredrik Backman. Croissants and coffee were served. Two more collaborative discussions will be held this year.

### Youth Services

- 1) We promoted teacher cards this August and talked to 174 teachers at four different area schools. We also took our Favorite Book presentation on the road and chatted with D57 teachers about our favorite book titles in 2024.
- 2) August was a big month for passive programming and 413 Crafts-To-Go kits were distributed. Kids really enjoyed the game aspect to this month's craft. We had a total of 928 scavenger hunts completed and we distributed all 50 Tiny Art Show kits.
- 3) We had some fun early childhood programs this month, including "Sensory Explorers: Messy Playtime," with 73 people attending over two sessions. The kids had fun with dinosaurs and the sensory table, which was donated to the Youth department by the Friends earlier this year.



### Circulation

- 1) Circulation staff were thrilled to move into our new workroom this month. It was exciting to see the culmination of months of hard work and anticipation come to fruition, and staff were eager to start making the new space feel like home.
- 2) We unveiled the new and improved lobby at the end of August, and it was wonderful to see patrons lingering in the space, browsing the Lucky Day shelves, admiring the streamlined and re-branded Library of Things display, and using the new Library of Things kiosk. A number of patrons complimented the beauty of the new space, and the library in general.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 3) Circulation staff were trained to register patrons for library cards this month in anticipation of taking over this task in September, when Patron Services moves to their new Welcome Desk. Staff have taken this new responsibility seriously, practicing the new skill in order to make the transition a smooth one.
- 4) While picking up a hold for a lawn game, a patron mentioned that she was on the “games committee” for her family reunion. She shared that the family reunion has been a 50+ year tradition for her family, with hundreds of relatives participating each year. This interesting conversation provided a glimpse into one of the many ways our library contributes to and helps enrich the lives of our patrons.



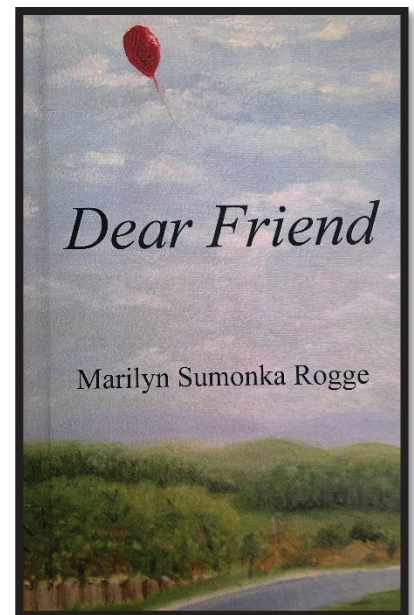
### Research

- 1) Last year Program Librarian Catherine Simmons helped a patron self-publish her book. Catherine had multiple 1-on-1 appointments in order to assist her. This month she came to the library and gave Catherine a signed copy of her book. This was a very special project for the patron with a lot of sentimental value and she mentioned Catherine in the book’s acknowledgements.
- 2) The in-person program “History of Sears Houses” on August 26 had the highest attendance for the month (57). The presenter, Lara Solonickne, focused part of her presentation on specific Sears homes in Mount Prospect. A few of the current owners of those homes were present for the program.
- 3) We added a second new 3D printer to our 3D print service. It is the same model as the one purchased earlier this year. Having two new, high-quality printers benefits staff and patrons and allows for a higher volume of prints with better results.



### Patron Services

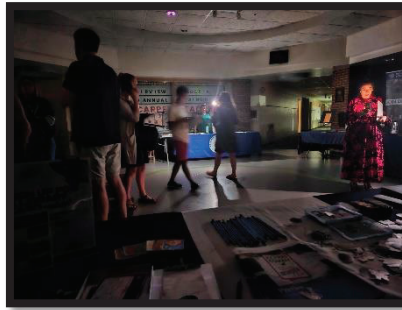
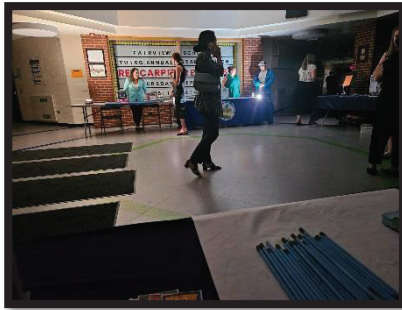
- 1) We approved 71 Museum Adventure passes in August, adding to the 72 in June and 82 in July for 225 passes approved this summer. Popular attractions include Brookfield Zoo, Chicago Botanic Garden and Cantigny Park.
- 2) We were able to move into our new workspace during the last week of August. Staff are happy to be close to one another and to have beautiful new desks and spaces.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 3) We staffed an outreach event at Fairview Elementary on August 27 during the terrible storms. The school lost power but we continued the activities in the dark.

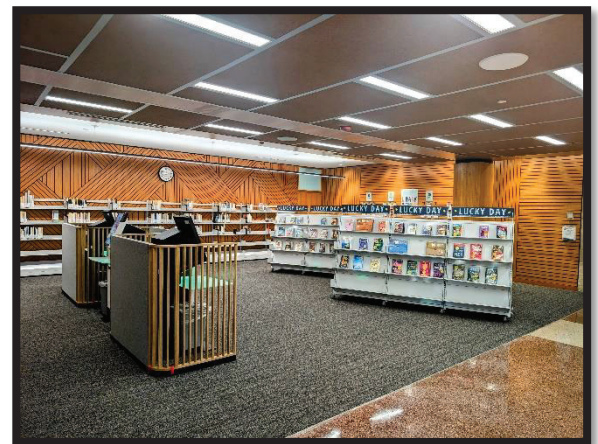


### Human Resources & Learning

- 1) Number of open positions: 1. South Branch Patron Assistant (PT)
- 2) Number of vacant positions filled: 2. Fiction/AV/Teen Assistant (PT)
- 3) Number of separations: 2
- 4) Staff anniversaries: none
- 5) A training session was held for all supervisors which focused on the upcoming performance review process and other year-end activities. In response to our engagement survey results, we had a meaningful discussion on recognizing high performers.
- 6) As staff returned to their workspace in the newly renovated area, they were greeted with a goodie bag (an orange and a highlighter marker) with the message "Orange you glad to be back in your new workspace." HR prepared and distributed these items which were funded by the Friends.

### Building & Security

- 1) Prior to staff moving back in, we hired a specialized post-construction cleaning firm to do a very thorough cleaning of the new workrooms and the entire lobby area. This included light fixtures, soffit areas, all flooring, the Circulation Desk, and surrounding areas.
- 2) We completed our quarterly fire sprinkler system and the building elevators inspections in August.
- 3) We upgraded the tables in Meeting Rooms B and C. They have flip-tops and are on wheels so we can arrange and store them more easily. These new tables give us the ability to use Room C (previously a dedicated computer lab) in a variety of ways for public and staff meetings and programs.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Technical Services

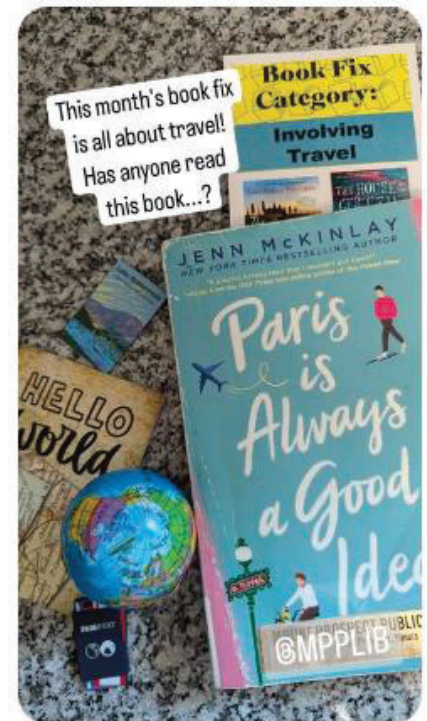
- 1) In preparation for joining CCS, the library needed to go on a materials ordering hiatus for six weeks, so in advance of that, we ordered over 800 titles in about two days. We have still been ordering patron requests, and the hiatus will end after October 1 when we are fully in. However, selectors have continued creating lists of orders, so we will place those in early October.
- 2) In the last week of August, Technical Services staff moved into the newly renovated space. Everyone is enjoying the new open space, especially after the past five months of working in temporary spaces. It has also been a great boon to have a new staff meeting room right next door to our workroom.

### Information Technology

- 1) IT successfully set up new workstations and peripherals for staff in the newly renovated workspace. We also added additional access points to workrooms for better Wi-Fi coverage.
- 2) We installed new monitor arms on all four workstations on the public desk. They replaced monitor arms that did not stay in place and are more convenient for staff and patrons.
- 3) IT worked with our vendor to install staff access card readers in three new locations and upgrade them in three existing locations.

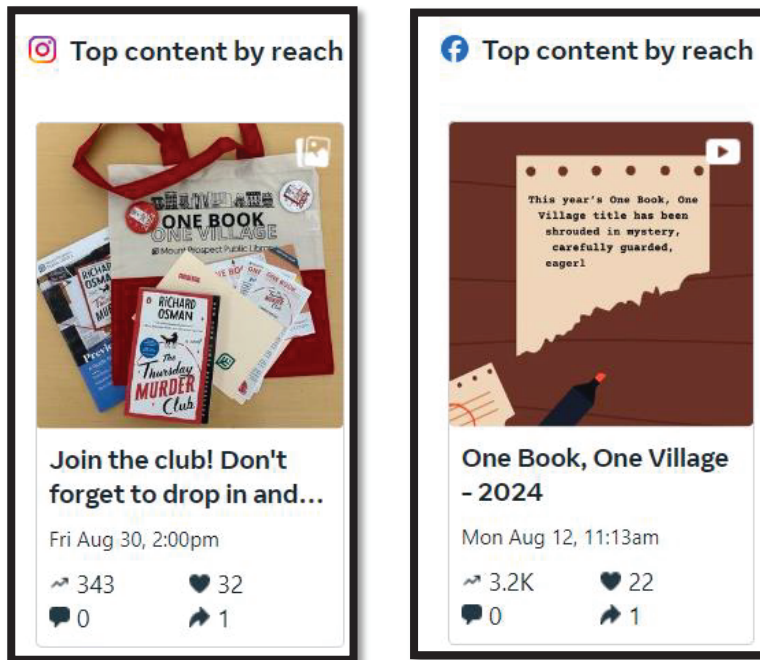
### Marketing

- 1) A patron came in and got their BookFix for the month, which was travel-themed, and posted about it on Instagram.
- 2) Working with Circulation and Technical Services staff, the Library of Things collection was rebranded as part of the Main Library lobby remodel project.
- 3) In August the One Book, One Village title was launched, and we provided advertising pieces and promotional items. The title was revealed in a short, animated graphic on social media, followed by a two-page spread in the September/October newsletter that hit mailboxes in August, and a bulk mailed postcard. We also worked with the Village to install the outdoor light post signs to highlight the program.



Mount Prospect Public Library  
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- 4) Our top Facebook and Instagram posts in August were both about the One Book, One Village program.



### Friends of the Mount Prospect Public Library

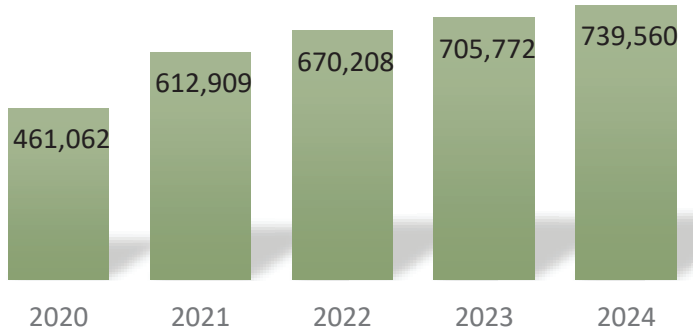
- 1) The Friends Board agreed to fund library staff post-renovation giveaways.
- 2) The Friends are seeking a volunteer coordinator for sale-day activities.

### Mount Prospect Public Library Foundation

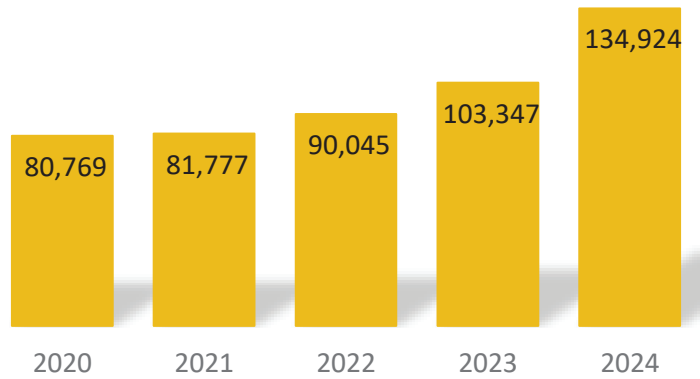
- 1) The board is soliciting donations for the Fall Raffle which will run October 11-27 at the Main Library, South Branch, and online.
- 2) Officers were elected at the August meeting: President, Gail Bajkowski; Vice President, Hazel Oreluk; Treasurer, Suzanne Townsend.
- 3) The board approved the 2025 request for funding from the library for \$11,200.

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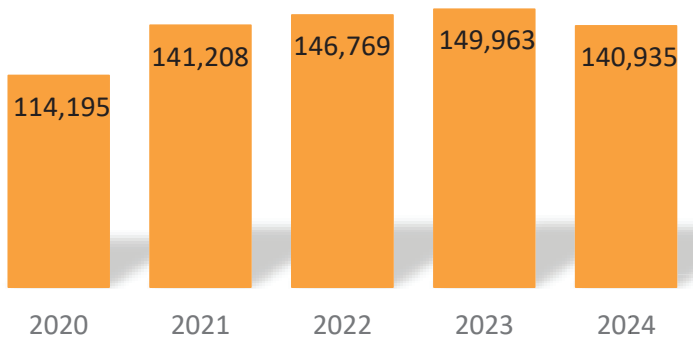
Overall Circulation YTD



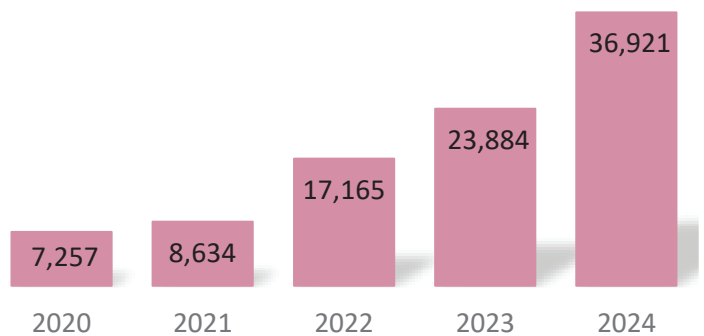
eMedia Circulation YTD



AV Circulation YTD

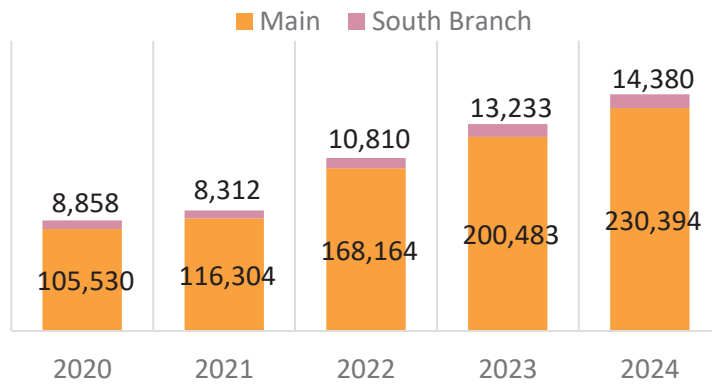


Other Circulation YTD

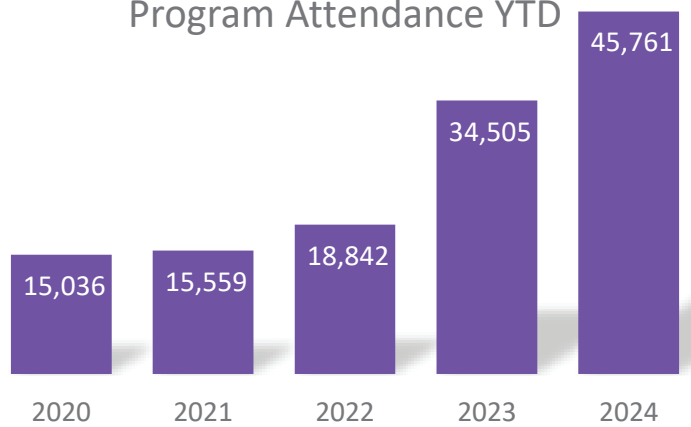


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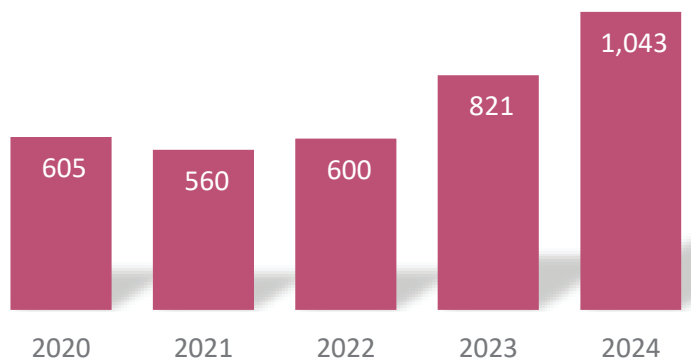
2024 Door Count - YTD



Program Attendance YTD

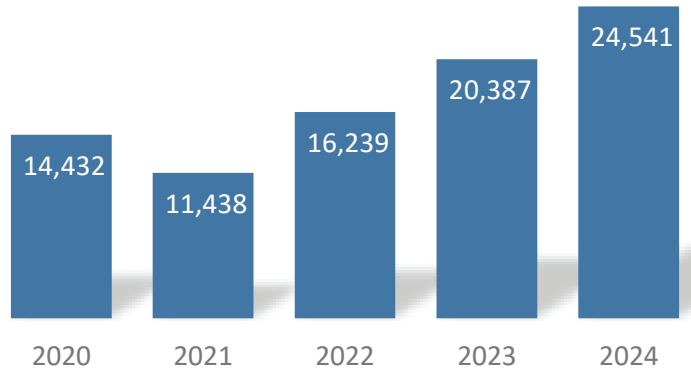


Number of Programs YTD

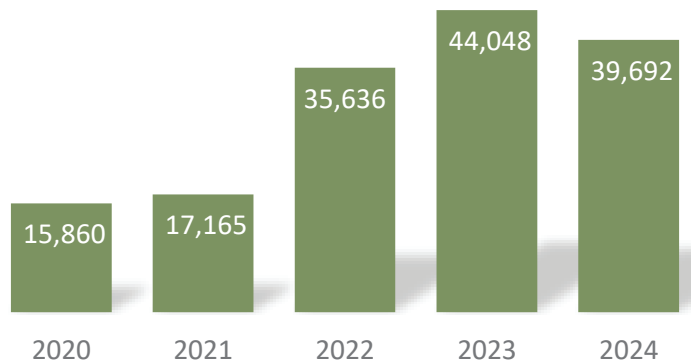


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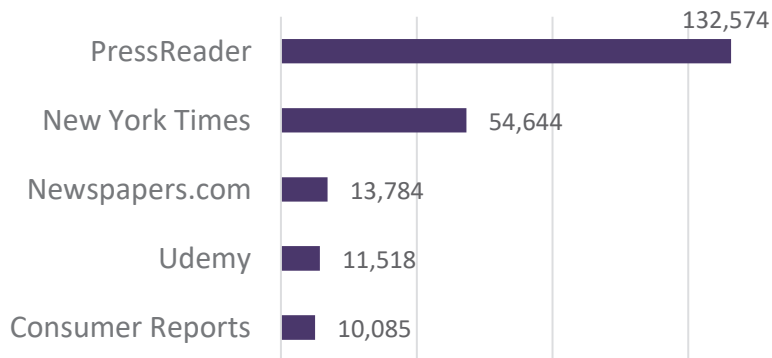
Public Computer Hours Usage YTD



Wireless Unique Users YTD

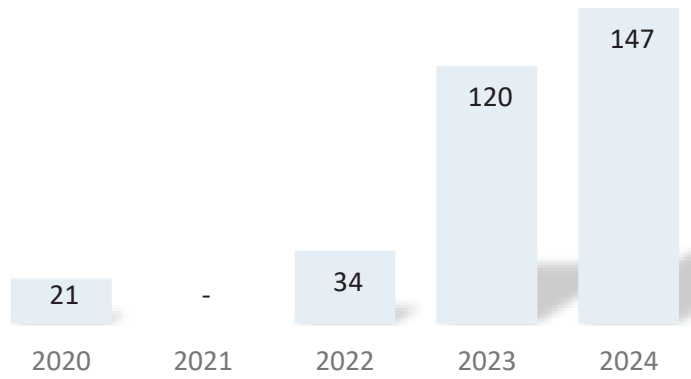


2024 YTD Top Databases

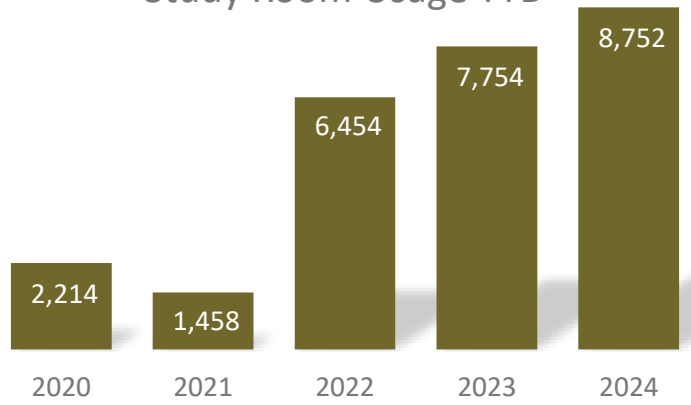


Mount Prospect Public Library  
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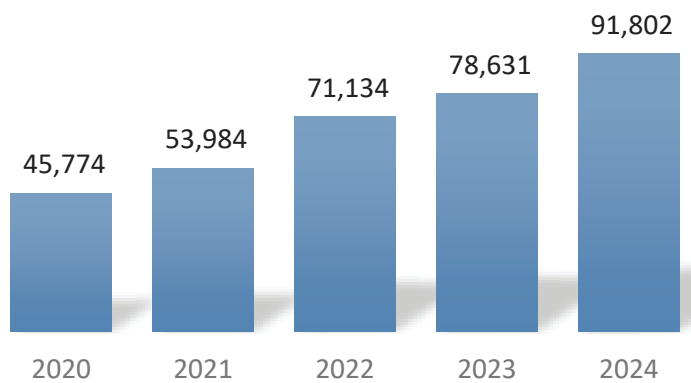
Meeting Room Usage by Public YTD



Study Room Usage YTD



Questions Answered YTD



## CCS and Renovation Monthly Update

September 19, 2024

### CCS Migration

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#### CCS progress since last month:

1. Data Testing was completed on time for the September 18 due date.
2. The new sorter was delivered and we worked towards connecting it to the CCS Training database for testing and configuration.
3. We prepared for the September 26-30 downtime: CCS staff worked with Communico (our app provider) to disable current catalog access in the app. MPPL staff worked to prepare to disable our online catalog and replace it with links to a downtime information web page.
4. Staff worked with 3rd party vendors to prepare to migrate our web resources and authentication to Polaris on October 1st.
5. We completed preparation for our September 20 SID, which will include presentations by CCS staff and lots of practice time for MPPL staff.

#### CCS plans for next month:

1. III will extract our data after we close on September 25, and the library will be in Polaris offline mode from September 26-30.
2. We go live with CCS on October 1st!

#### 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 completed the project well under the original approved amount of \$3M (anticipated to be around \$2.6M). We expect to receive the final pay app from SMC in September, and any lingering invoices will be received and paid by October.
  - a. At the October board meeting we will provide a detailed final recap of the project costs.
2. We completed the construction project on schedule, including the sorter delivery and installation.
3. Completed slatwall and bookdrop façade installation.
4. Created punch list and identified final details.
5. Furniture delivered and installed.
6. Completed fire system configuration and inspection.
7. Staff moved in.
8. Sorter delivered and installed.



#### Renovation plans for next month:

1. Complete punch list items:
  - a. Staff stairwell lights, column wraps, conference room hardware, exterior door.
2. Identify and resolve any minor staff requests such as new carts or minor workspace modifications.
3. Test sorter functionality and go live after October 1.

#### 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 began promoting the switch to CCS more heavily, and provided 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.
    - 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.