

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

Regular Board Meeting
January 16, 2025, 6:00 p.m.
Youth Program Room 119b

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**
5. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of November 21, 2024 **(5-8)**
 - b. November 2024 Bills and Financial Reports **(9-24)**
 - c. December 2024 Bills and Financial Reports **(25-40)**
 - d. Approve transfer of budgeted amount of \$800,000 from Library Fund to Capital Projects Fund effective prior to 12/31/2024
 - e. Approve Resolution No. 2025-1 Acknowledging Payment to Mount Prospect Public Library Under Terms of the Ground Lease by the Village of Mount Prospect **(41)**
6. **2024 Year-End Financial Review**, Malachi Kohlwey, Finance Manager
7. **Authorize Beginning Master Facility Plan Renovation "Project B" Design Phase**
8. **Adult Programs Presentation**, Anne Belden, Deputy Director
9. **Executive Director Report (3-4)**
 - a. November 2024 Library Activity Report **(42-50)**
 - b. December 2024 Library Activity Report **(51-60)**
 - c. Strategic Plan Update **(61-62)**
10. **Trustee Reports and Comments**
11. **Upcoming Meetings and Events Calendar**
 - a. January 18-19 – Friends Book Sale
 - b. January 27 – Foundation Board Meeting – Kristine O'Sullivan
 - c. February 1 – Shining Stars Gala

- d. February 6, 6:00 p.m. – Committee of the Whole Meeting – recommend cancel
- e. February 20 - 2025 State of the Village Meeting
- f. February 20, 6:00 p.m. – Regular Board Meeting
 - i. Resolutions of Appreciation for Foundation and Friends
 - ii. Approve Non-Resident Card Fee
 - iii. Approve Illinois Public Library Annual Report (IPLAR)
- g. February 24 – Foundation Board Meeting – Sylvia Fulk

12. Adjournment

**Library Director Report
January 16, 2025**

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.
 - a. **Year End Transfer.** This year we recommend the budgeted transfer of \$800,000 from the Library Fund to the Capital Projects Fund.
 - b. **Mount Prospect Ground Lease.** Each year we acknowledge our lease with the Village for their use of a small portion of our parking garage.

2. **2024 Year-End Financial Review.** This is agenda item 6. Finance Manager Malachi Kohlwey will present the year-end financial review for 2024. Overall, we received 100.88% of anticipated revenue and expended 96.7% of our budgeted expenditures.

3. **Authorize Beginning Master Facility Plan Renovation “Project B” Design Phase.** This is agenda item 7. As previously discussed, we are planning on entering the design phase of “Project B,” which will include renovations to the second floor:
 - a. Expanded Teen Space and dedicated teen study rooms
 - b. Expanded adult study rooms/meeting rooms/training lab
 - c. Relocate Research and FAVT desks
 - d. Relocate Genealogy
 - e. Re-allocate collection space
 - f. Update furniture/fixtures

The anticipated timeline is:

- a. January 2025 Board approve target budget of \$5M
- b. January – August 2025: Design development phase
- c. September 15, 2025: Drawings and specifications complete
- d. October 1, 2025: Go out to bid
- e. November 20, 2025: MPPL Board approve bids
- f. January 2026: Start construction

At this meeting I ask that the Board formally authorize staff to begin the design phase for this project with a target total cost of no more than \$5M. The final costs and request for approval will be presented to the Board in November 2025 when the bids come in.

This authorization will allow staff to engage with our architects and construction manager for the design and pre-construction work. Later in the year we will request that the Board approve a 2025 budget amendment for the Capital Projects Fund to accommodate these costs.

Suggested motion language, “I move to authorize staff to begin design work on Project B consisting of improvements to the 2nd floor at the Main location with a target cost of no more than \$5M.”

Mount Prospect Public Library
Board of Trustees

4. **Adult Programs Presentation.** This is agenda item 8. As a follow up to one of my 2025 goals, we will share the work that has been done on adult programming as a result of the strategic plan and then discuss future expectations.

5. **Spring 2025 Municipal Officials Networking Event.** This is agenda item 9. As previously discussed, we will be bringing back the local networking event that the library had hosted for many years pre-pandemic. The plan is to hold it in spring of 2025, and we have reserved space for either Thursday, May 29 or Thursday, June 5 in the evening from 5:00 – 7:00 p.m. For this first year bringing this event back, we plan to invite elected officials and executive staff from the following local municipalities (approximately 110 invitations):
 - a. Village of Mount Prospect
 - b. Mount Prospect Park District
 - c. Mount Prospect School District 57
 - d. Community Consolidated School District 59
 - e. Elk Grove Township
 - f. Prospect Heights Park District
 - g. Prospect Heights School District 23
 - h. River Trails Park District
 - i. River Trails School District 26
 - j. Township High School District 214
 - k. Wheeling Township
 - l. Community Consolidated School District 21

The goal of this event will be to re-introduce ourselves to each other, meet newly elected officials or new staff, and have an opportunity to interact and discuss local issues.

6. **2024 Year-End Statistics.** This is agenda item 9. 2024 was another terrific year for the library, with usage up across the board. For the second year in a row, we have exceeded one million circulations. Other areas where we increased from 2023 are door count, both at Main and South Branch; questions answered; program attendance; number of programs; study room usage; meeting room usage by the public; new MP library cards, and total MP library cards. At some point we'll start to level off, but for now we are delighted to see how well the library is serving the community.

**Regular Board Meeting
November 21, 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 6:01 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Elaine Ball, Anne Belden, Jo Broszczak, Kristen Hamilton, Malachi Kohlwey, Mary Anne Longpre, Mary Jane Matecki, Su Reynders, Becca Rutkowski, Jimmy Stefanis, Sydney Stensland, Julie Van Dyck, Anne Wilson, Katharine Wohrstein, Suzanne Yazel
Visitors: Benjamin Gough and Guest, Hank Matecki

3. Public Comment

There was no public comment.

4. Recognition of Staff and Volunteers

- a. Proclamation – Recognition of significant employee anniversaries

President Bass read aloud the proclamation that recognized the following employees who celebrated significant anniversaries in 2024.

Thirty Years

Mary Anne Longpre
Jerome Malauskas

Ten Years

Lily Valentin
Julie Van Dyck

Twenty Years

Mary Jane Matecki
Anne Wilson
Katharine Wohrstein

Five Years

Anne Belden
Emily Cisneros
Elizabeth Colin
Kristen Hamilton
Bridget Meyer
Susan Reynders
Rebecca Rutkowski
Lauren Soroka
Dimitrios Stefanis
Suzanne Yazel

Fifteen Years

Elaine Ball
Polly Gillogly
Kathleen Szafarz
Denise Truppa

b. Proclamation - Recognition of library volunteers

President Bass read aloud the proclamation that recognized the following library volunteers who celebrated significant anniversaries in 2024.

Seven Years

Tara Schulz

Five Years

Benjamin Gough

Corrine Strobel

5. President's Report

President Bass met with Director Reynders to discuss and identify goals for her next evaluation period.

6. Consent Agenda

- a. Minutes of Regular Board Meeting of October 17, 2024
- b. October 2024 Bills and Financial Reports
- c. Acknowledge Per Capita Grant Application
- d. Approve Executive Director 4% salary increase effective January 12, 2025 and a one-time \$5,000 bonus per the recommendation of the Personnel Committee.
- e. Approve bid from Crystal Maintenance for cleaning services for \$105,180 for 2025, 2026, and 2027 effective January 1, 2025.

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

7. Strategic Plan 2022-2025 Extension Recommendation

Executive Director Reynders explained that due to the renovation and CCS migration, the Strategic Plan 2022-2025 was put on hiatus during 2024. She recommended that the current plan be extended to June 2027 to allow the completion of the remaining goals and activities.

Motion was made by Trustee Benden and seconded by Trustee O'Sullivan to extend the end date of the current strategic plan from June 2025 to June 2027 as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

8. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and answered questions. She explained the phases of the Master Facility Plan moving forward and that the next project would be the second floor of the Main facility ("Project B"). She reported that she will bring a recommendation to the Board at the

January 16, 2025 Regular Board meeting to approve proceeding with Project B design in 2025 and construction in 2026.

9. Trustee Reports and Comments

Trustee Haas reported that she held a Meet the Board event on Tuesday, November 19.

Trustee Groenwald attended the October 28 Foundation Board meeting and shared that the Foundation is seeking a volunteer treasurer.

10. Closed Session

As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes [and recordings] of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Motion was made by Trustee O'Sullivan and seconded by Trustee Haas to adjourn to closed session at 6:52 p.m. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

11. Reconvene Open Session

Open session was reconvened at 6:53 p.m.

Motion was made by Trustee Benden and seconded by Trustee Groenwald to approve and not release the closed minutes of October 3, 2024, and to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees as presented. Voice vote carried.

12. Upcoming Meetings and Events Calendar

- a. November 25 – Foundation Board Meeting – Mary Anne Benden
- b. December 3, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
- c. December 5, 6:00 p.m. – Committee of the Whole Meeting – Canceled
- d. December 19, 6:00 p.m. – Regular Board Meeting – Canceled
- e. No Foundation Board Meeting held in December
- f. January 2, 6:00 p.m. – Committee of the Whole Meeting – Canceled
- g. January 16, 6:00 p.m. – Regular Board Meeting
 - i. 2024 Year End Financial Review
 - ii. Approve Village of Mount Prospect Ground Lease Resolution
- h. January 18-19 – Friends Book Sale
- i. January 27 – Foundation Board Meeting - Open

13. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee Gilligan to adjourn the Regular Board meeting at 6:57 p.m. Voice vote carried.

Rosemary Groenwald, Secretary

DRAFT

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of November 30, 2024

Library General Fund	8,247,489.57
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	4,913,889.79
Debt Service Fund	0.00
Gift Fund	572,893.11
Total All Funds	15,850,318.73

Disbursements November 2024

\$ 1,076,070.35

Financial Summary

Fund Balances

Library General Fund	\$	8,247,489.57
Annual Operating Budget 2024	\$	11,191,400.00
General Fund - Months in Reserve		8.8
General Fund - Percent in Reserve		73.7%

YTD November Spending

- * We're on target with spending, and our YTD percentage expended is 87.7%
- * Last year at this time, we had expended 83.7%

Levy Collection

- * To date, 100.75% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 11/30/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Interest Income	\$18,878.39	\$0.00	\$32,547.77	\$0.00	\$0.00	\$51,426.16
Miscellaneous Fees	\$2,087.70	\$0.00	\$0.00	\$0.00	\$0.00	\$2,087.70
Friends Reimbursement	\$2,397.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,397.25
Miscellaneous Income	\$1.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1.80
Total Revenues	\$23,365.14	\$0.00	\$32,547.77	\$0.00	\$0.00	\$55,912.91
Expenses						
Salaries & Benefits	\$612,744.87	\$0.00	\$0.00	\$0.00	\$0.00	\$612,744.87
Management Expense	\$15,155.96	\$0.00	\$0.00	\$0.00	\$0.00	\$15,155.96
Operating Expense	\$77,480.73	\$0.00	\$0.00	\$0.00	\$0.00	\$77,480.73
Building Expense	\$44,707.30	\$0.00	\$0.00	\$0.00	\$0.00	\$44,707.30
Library Materials	\$90,360.67	\$0.00	\$0.00	\$0.00	\$0.00	\$90,360.67
Reimbursable Expense	\$8,937.91	\$0.00	\$0.00	\$0.00	\$0.00	\$8,937.91
Total Expenses	\$849,387.44	\$0.00	\$0.00	\$0.00	\$0.00	\$849,387.44
BEGINNING FUND BALANCE	\$9,073,511.87	\$2,116,046.26	\$4,881,342.02	\$0.00	\$572,893.11	\$16,643,793.26
NET SURPLUS/(DEFICIT)	(\$826,022.30)	\$0.00	\$32,547.77	\$0.00	\$0.00	(\$793,474.53)
ENDING FUND BALANCE	\$8,247,489.57	\$2,116,046.26	\$4,913,889.79	\$0.00	\$572,893.11	\$15,850,318.73

Mount Prospect Public Library Revenue Report

For the Period Ended 11/30/2024

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Library Fund						
Property Taxes	\$0.00	\$11,040,379.35	\$10,958,000.00	(\$82,379.35)	100.75%	(0.75%)
Illinois Per Capita Grant	\$0.00	\$84,425.22	\$83,900.00	(\$525.22)	100.63%	(0.63%)
Interest Income	\$18,878.39	\$267,034.44	\$75,000.00	(\$192,034.44)	356.05%	(256.05%)
Fees	\$2,035.70	\$20,678.33	\$10,600.00	(\$10,078.33)	195.08%	(95.08%)
For Sale Items	\$52.00	\$567.91	\$200.00	(\$367.91)	283.96%	(183.96%)
Miscellaneous Income	\$1.80	\$15,820.92	\$0.00	(\$15,820.92)	0.00%	0.00%
Friends Reimbursement	\$2,397.25	\$35,640.70	\$10,000.00	(\$25,640.70)	356.41%	(256.41%)
Foundation Reimbursement	\$0.00	\$7,234.53	\$10,000.00	\$2,765.47	72.35%	27.65%
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	\$23,365.14	\$11,547,750.83	\$11,222,500.00	(\$325,250.83)	102.90%	(2.90%)
Working Cash Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Capital Projects Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$32,547.77	\$355,432.85	\$0.00	(\$355,432.85)	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	\$32,547.77	\$355,432.85	\$0.00	(\$355,432.85)	0.00%	0.00%



Mount Prospect Public Library

Revenue Report

For the Period Ended 11/30/2024

<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>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$0.00	\$1,198.08	\$5,000.00	\$3,801.92	23.96%	76.04%
Donations	\$0.00	\$276.38	\$0.00	(\$276.38)	0.00%	0.00%
Total Gift Fund	\$0.00	\$1,474.46	\$5,000.00	\$3,525.54	29.49%	70.51%

Mount Prospect Public Library Expense Report

For the Period Ended 11/30/2024

<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	\$484,263.17	\$5,302,745.46	\$5,931,000.00	\$628,254.54	89.41%	10.59%
IMRF	\$28,501.16	\$311,514.11	\$345,000.00	\$33,485.89	90.29%	9.71%
MC/FICA	\$34,789.27	\$381,738.94	\$454,000.00	\$72,261.06	84.08%	15.92%
Medical Insurance	\$64,533.59	\$723,509.29	\$820,000.00	\$96,490.71	88.23%	11.77%
Life Insurance	\$152.35	\$2,103.12	\$3,000.00	\$896.88	70.10%	29.90%
Unemployment Compensation Tax	\$505.33	\$6,015.01	\$23,000.00	\$16,984.99	26.15%	73.85%
Total Salaries & Benefits	\$612,744.87	\$6,727,625.93	\$7,576,000.00	\$848,374.07	88.80%	11.20%
Management Expenses						
Audit	\$0.00	\$6,600.00	\$5,600.00	(\$1,000.00)	117.86%	(17.86%)
Legal Fees	\$0.00	\$2,777.50	\$10,000.00	\$7,222.50	27.78%	72.23%
Printing	\$102.47	\$80,217.97	\$126,000.00	\$45,782.03	63.67%	36.33%
Marketing	\$3,110.16	\$58,173.93	\$74,000.00	\$15,826.07	78.61%	21.39%
Professional Dues	\$739.00	\$11,544.00	\$17,000.00	\$5,456.00	67.91%	32.09%
Board Development	\$0.00	\$2,263.00	\$2,500.00	\$237.00	90.52%	9.48%
Human Resources	\$10,815.20	\$146,776.55	\$172,700.00	\$25,923.45	84.99%	15.01%
Other Operating	\$389.13	\$6,772.64	\$38,700.00	\$31,927.36	17.50%	82.50%
Total Management Expenses	\$15,155.96	\$315,125.59	\$446,500.00	\$131,374.41	70.58%	29.42%
Operating Expenses						
Telecommunications	\$2,577.39	\$32,175.74	\$35,900.00	\$3,724.26	89.63%	10.37%
Insurance	\$0.00	\$91,960.05	\$116,000.00	\$24,039.95	79.28%	20.72%
Office Supplies	\$2,738.44	\$20,210.02	\$29,300.00	\$9,089.98	68.98%	31.02%
Library Supplies	\$1,426.93	\$11,640.42	\$24,700.00	\$13,059.58	47.13%	52.87%
Postage	\$59.25	\$22,746.20	\$31,800.00	\$9,053.80	71.53%	28.47%
Contract Services	\$68,759.08	\$132,545.02	\$142,000.00	\$9,454.98	93.34%	6.66%
Software	\$1,919.64	\$73,152.47	\$120,900.00	\$47,747.53	60.51%	39.49%
Total Operating Expenses	\$77,480.73	\$384,429.92	\$500,600.00	\$116,170.08	76.79%	23.21%

Mount Prospect Public Library Expense Report

For the Period Ended 11/30/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$10,102.05	\$155,696.53	\$133,800.00	(\$21,896.53)	116.37%	(16.37%)
Hardware & System Maintenance	\$8,889.53	\$109,576.94	\$139,600.00	\$30,023.06	78.49%	21.51%
Janitorial	\$4,680.57	\$66,972.27	\$76,300.00	\$9,327.73	87.77%	12.23%
Equipment	\$16,904.28	\$171,716.57	\$199,000.00	\$27,283.43	86.29%	13.71%
Utilities	\$4,130.87	\$37,183.04	\$49,300.00	\$12,116.96	75.42%	24.58%
Total Building Expenses	\$44,707.30	\$541,145.35	\$598,000.00	\$56,854.65	90.49%	9.51%
Services and Resources						
Adult Print	\$22,744.21	\$183,664.99	\$247,600.00	\$63,935.01	74.18%	25.82%
Adult AV	\$4,505.41	\$25,604.10	\$42,600.00	\$16,995.90	60.10%	39.90%
Youth Print	\$6,785.50	\$158,335.80	\$159,700.00	\$1,364.20	99.15%	0.85%
Youth AV	\$2,702.36	\$19,551.21	\$26,200.00	\$6,648.79	74.62%	25.38%
Magazines	\$915.84	\$20,858.43	\$19,300.00	(\$1,558.43)	108.07%	(8.07%)
Electronic Resources	\$3,630.75	\$159,753.84	\$186,600.00	\$26,846.16	85.61%	14.39%
Digital Media	\$31,467.05	\$303,477.13	\$317,000.00	\$13,522.87	95.73%	4.27%
E-Learning	\$0.00	\$48,430.47	\$49,500.00	\$1,069.53	97.84%	2.16%
Library of Things	\$6,707.68	\$53,037.55	\$68,000.00	\$14,962.45	78.00%	22.00%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$1,156.22	\$19,922.36	\$28,000.00	\$8,077.64	71.15%	28.85%
Programs	\$9,745.65	\$78,477.20	\$103,300.00	\$24,822.80	75.97%	24.03%
Total Services and Resources	\$90,360.67	\$1,071,765.68	\$1,248,500.00	\$176,734.32	85.84%	14.16%
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$2,105.97	\$8,030.13	\$10,000.00	\$1,969.87	80.30%	19.70%
Friends Expenses	\$6,831.94	\$38,298.40	\$10,000.00	(\$28,298.40)	382.98%	(282.98%)
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%
Total Sponsored Expenses	\$8,937.91	\$46,328.53	\$21,800.00	(\$24,528.53)	212.52%	(112.52%)

Mount Prospect Public Library Expense Report

For the Period Ended 11/30/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$849,387.44	\$9,086,421.00	\$11,191,400.00	\$2,104,979.00	81.19%	18.81%
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%
Capital Project Fund						
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	\$0.00	\$2,488,583.00	\$3,000,000.00	\$511,417.00	82.95%	17.05%
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	\$0.00	\$2,488,835.00	\$3,000,000.00	\$511,165.00	82.96%	17.04%
Gift Fund						
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 11/30/2024

Date	Source	Amount
11/01/2024	ACE OF SPRAY LLC	\$2600.00
11/01/2024	AMAZON	\$6579.68
11/01/2024	BAKER & TAYLOR, INC.	\$10394.05
11/01/2024	BIBLIOTHECA, LLC	\$278598.00
11/01/2024	CHILDREN'S PLUS INC.	\$71.88
11/01/2024	GAMBINO LANDSCAPING	\$315.00
11/01/2024	ILLINOIS DEPARTMENT	\$1067.60
11/01/2024	IMAGING ESSENTIALS	\$548.23
11/01/2024	IMPERIAL SURVEILLANC	\$556.00
11/01/2024	INGRAM	\$2109.17
11/01/2024	LAKE COUNTY (IL) GEN	\$29.00
11/01/2024	LIGHTING SUPPLY	\$50.34
11/01/2024	MENARDS	\$38.67
11/01/2024	MIDWEST TAPE	\$306.94
11/01/2024	OVERDRIVE, INC.	\$914.94
11/01/2024	ROSA M ZILINSKAS	\$400.00
11/01/2024	SCHOLASTIC LIBRARY	\$91.00
11/01/2024	STACKMAP, INC.	\$3529.00
11/01/2024	SUSAN K. MADDOX	\$350.00
11/01/2024	TODAY'S BUSINESS SOL	\$1530.00
11/01/2024	TRU GREEN-CHEM LAWN	\$247.92
11/01/2024	W. W. GRAINGER, INC.	\$64.89
11/01/2024	WAREHOUSE DIRECT	\$131.19
11/01/2024	TECHSOUP	\$310.00
11/03/2024	NETFLIX	\$15.49
11/03/2024	AMAZON	\$8.99
11/03/2024	DISNEY	\$29.99
11/03/2024	AMAZON	\$8.99
11/03/2024	AMAZON	\$8.99
11/03/2024	AMAZON	\$8.99
11/03/2024	AMAZON	\$2.99
11/03/2024	AMAZON	\$16.99
11/03/2024	DISPLAYS2GO	\$733.45
11/03/2024	AMAZON	\$32.64
11/03/2024	AMAZON	\$28.40
11/04/2024	AFLAC	\$181.92
11/04/2024	NETFLIX	\$15.49
11/04/2024	AMAZON	\$8.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 11/30/2024

Date	Source	Amount
11/04/2024	AMAZON	\$8.99
11/04/2024	AMAZON	\$8.99
11/04/2024	AMAZON	\$8.99
11/04/2024	NETFLIX	\$15.49
11/04/2024	NETFLIX	\$15.49
11/04/2024	NETFLIX	\$15.49
11/04/2024	NETFLIX	\$22.99
11/05/2024	AMAZON	\$8.99
11/05/2024	AMAZON	\$8.99
11/05/2024	AMAZON	\$8.99
11/05/2024	MICROSOFT	\$6.60
11/05/2024	US CASINO RENTALS	\$1125.00
11/05/2024	AMAZON	\$7.97
11/05/2024	AMAZON	\$12.36
11/05/2024	AMAZON	\$39.98
11/05/2024	USPS	\$5.80
11/05/2024	PARTY CITY	\$13.00
11/05/2024	THE ARTIST'S MAGAZIN	\$39.95
11/06/2024	AT&T ACH	\$114.83
11/06/2024	AMAZON	\$29.20
11/06/2024	AMAZON	\$191.68
11/06/2024	AMAZON	\$19.99
11/06/2024	MICROSOFT	\$44.00
11/06/2024	MARIANO'S	\$56.27
11/06/2024	AMAZON	\$14.97
11/07/2024	AT&T ACH	\$745.82
11/07/2024	MOBILE BEACON	\$258.00
11/07/2024	FUN EXPRESS	\$133.55
11/07/2024	NETFLIX	\$15.49
11/07/2024	NETFLIX	\$15.49
11/07/2024	NETFLIX	\$15.49
11/07/2024	NEX PLAYGROUND	\$89.00
11/07/2024	LIBRARY JOURNAL CC	\$179.00
11/08/2024	Payroll 2024-1108	\$148415.13
11/08/2024	Payroll 2024-1108	\$55275.88
11/08/2024	AMERICAN LANDSCAPING	\$160.00
11/08/2024	ANDREY SHLYAKT	\$300.00
11/08/2024	BAKER & TAYLOR, INC.	\$4361.36

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 11/30/2024

Date	Source	Amount
11/08/2024	CHINESE INTERCULTURA	\$300.00
11/08/2024	COOPERATIVE COMPUTER	\$19359.08
11/08/2024	FRIENDS OF THE GAMEL	\$500.00
11/08/2024	ILLINOIS HEARTLAND	\$817.00
11/08/2024	INGRAM	\$2022.19
11/08/2024	MIDWEST TAPE	\$42.99
11/08/2024	NPN360	\$12100.58
11/08/2024	OVERDRIVE, INC.	\$1931.33
11/08/2024	PLAYAWAY PRODUCTS	\$131.73
11/08/2024	ROSA M ZILINSKAS	\$240.00
11/08/2024	SUPERIOR INDUSTRIAL	\$346.30
11/08/2024	W. W. GRAINGER, INC.	\$113.96
11/08/2024	EXPERT PAY CHILD SUP	\$188.31
11/08/2024	EMPLOYEE BENEFITS CO	\$1401.08
11/08/2024	JO-ANN STORES	\$23.35
11/08/2024	HR SOURCE	\$1025.00
11/08/2024	AMAZON	\$627.99
11/08/2024	NINTENDO E-SHOP	\$63.74
11/08/2024	NINTENDO E-SHOP	\$11.48
11/08/2024	AMERICAN LIBRARY AS	\$210.00
11/08/2024	ILLINOIS LIBRARY AS	\$110.00
11/08/2024	AMAZON	\$26.38
11/08/2024	TREZEROS KITCHEN	\$682.80
11/08/2024	AMAZON	\$58.08
11/10/2024	AMAZON	\$2.99
11/10/2024	AMAZON	\$8.99
11/10/2024	DISNEY	\$29.99
11/10/2024	NETFLIX	\$15.49
11/10/2024	AMAZON	\$103.39
11/10/2024	AMAZON	\$14.70
11/10/2024	AMAZON	\$137.77
11/10/2024	AMERICAN LIBRARY AS	\$109.00
11/10/2024	JEWEL OSCO	\$8.17
11/12/2024	ICMA RETIREMENT TRUS	\$6910.89
11/12/2024	LIBRARYWORKS INC	\$49.00
11/12/2024	AMAZON	\$17.54
11/12/2024	EPAY	\$1.00
11/12/2024	USPS	\$13.43

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 11/30/2024

Date	Source	Amount
11/12/2024	SAM'S CLUB	\$56.90
11/12/2024	AMAZON	\$17.63
11/12/2024	AMAZON	\$39.99
11/12/2024	AMAZON	\$6.79
11/12/2024	AMAZON	\$24.15
11/12/2024	MICHAELS STORES	\$17.60
11/13/2024	REPUBLIC SERVICES #5	\$310.32
11/13/2024	CC-GROUND TRANSPORTA	\$51.70
11/13/2024	CC-GROUND TRANSPORTA	\$7.94
11/13/2024	AMAZON	\$107.97
11/13/2024	AMAZON	\$16.23
11/13/2024	ETSY	\$14.75
11/13/2024	AMAZON	\$167.04
11/13/2024	AMAZON	\$47.27
11/13/2024	AMAZON	\$97.94
11/13/2024	AMAZON	\$99.98
11/13/2024	AMAZON	\$40.84
11/13/2024	AMAZON	\$45.76
11/13/2024	AMAZON	\$19.49
11/13/2024	AMAZON	\$57.95
11/13/2024	AMAZON	\$144.97
11/13/2024	LYFT RIDE	\$5.00
11/13/2024	BARRONS	\$29.99
11/13/2024	NETFLIX	\$15.49
11/13/2024	NETFLIX	\$15.49
11/13/2024	NETFLIX	\$15.49
11/13/2024	NETFLIX	\$15.49
11/13/2024	CC-MEALS	\$30.22
11/14/2024	SHELL OIL COMPANY	\$83.12
11/14/2024	AQUENT LLC	\$440.00
11/14/2024	AMAZON	\$19.99
11/14/2024	DESIGN PICKLE LLC	\$14.99
11/14/2024	AMAZON	\$51.15
11/14/2024	AMAZON	\$51.20
11/14/2024	SNAPPR	\$304.11
11/14/2024	AMAZON	\$2.99
11/14/2024	AMAZON	\$8.99
11/14/2024	USPS	\$14.13

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 11/30/2024

Date	Source	Amount
11/14/2024	FAMILY TREE MAGAZINE	\$34.96
11/14/2024	DISNEY	\$29.99
11/14/2024	CC-MEALS	\$14.06
11/14/2024	CC-GROUND TRANSPORTA	\$64.64
11/14/2024	CC-MEALS	\$21.79
11/15/2024	BAKER & TAYLOR, INC.	\$4833.28
11/15/2024	BIBLIOTHECA, LLC	\$1194.00
11/15/2024	CINTAS #22	\$245.26
11/15/2024	COMBINED ROOFING SER	\$900.00
11/15/2024	ELM USA, INC.	\$312.32
11/15/2024	ENCYCLOPAEDIA BRITAN	\$2915.00
11/15/2024	IMAGE SPECIALTIES OF	\$22.00
11/15/2024	INGRAM	\$448.80
11/15/2024	JASMINE NAZEK WARGA	\$4000.00
11/15/2024	LIMRICC - UCGA	\$505.33
11/15/2024	MIDWEST TAPE	\$147.97
11/15/2024	NOVAK & PARKER, INC.	\$1395.00
11/15/2024	OVERDRIVE, INC.	\$15160.73
11/15/2024	REBECCA JOHNS	\$400.00
11/15/2024	SHAKESPEARE PROJECT	\$1000.00
11/15/2024	STAPLES BUSINESS ADV	\$661.41
11/15/2024	TODAY'S BUSINESS SOL	\$2289.39
11/15/2024	WAREHOUSE DIRECT	\$1074.69
11/15/2024	WP MAIL SMTP	\$149.00
11/15/2024	TrainHRLearning.com	\$195.00
11/15/2024	AMAZON	\$16.38
11/15/2024	AMAZON	\$16.68
11/15/2024	AMAZON	\$88.86
11/15/2024	PEACOCK	\$79.99
11/15/2024	SCHOLASTIC LIBRARY P	\$2158.40
11/15/2024	WALL STREET JOURNAL	\$194.97
11/15/2024	CC-LODGING	\$347.26
11/15/2024	LITHOS KIDS	\$89.98
11/17/2024	CC-MEALS	\$42.33
11/17/2024	CC-GROUND TRANSPORTA	\$19.96
11/17/2024	AMAZON	\$33.97
11/17/2024	APPLE.COM	\$9.99
11/17/2024	UBER	\$1.00

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 11/30/2024

Date	Source	Amount
11/17/2024	UPRINTING	\$102.47
11/17/2024	SOCIALPILOT TECHNOLO	\$210.00
11/17/2024	AMAZON	\$309.99
11/17/2024	AMAZON	\$8.99
11/17/2024	AMAZON	\$8.99
11/17/2024	AMAZON	\$2.99
11/17/2024	AMAZON	\$2.99
11/17/2024	USPS	\$15.02
11/17/2024	SADDLEBACK EDUCATION	\$564.20
11/17/2024	CC-GROUND TRANSPORTA	\$84.53
11/17/2024	AMAZON	\$36.40
11/18/2024	AMAZON	\$7.99
11/18/2024	CC-MEALS	\$58.43
11/18/2024	AMAZON	\$172.87
11/18/2024	AMAZON	\$34.57
11/18/2024	WALL STREET JOURNAL	\$64.99
11/19/2024	CONSTELLATION NEW EN	\$1437.91
11/19/2024	THE POLISH BOOKSTORE	\$706.66
11/19/2024	FACEBOOK	\$24.16
11/19/2024	TARGET	\$299.99
11/19/2024	USPS	\$5.50
11/19/2024	USPS	\$5.37
11/20/2024	Payroll 2024-1122	\$154720.70
11/20/2024	Payroll 2024-1122	\$57998.04
11/20/2024	COMCAST BUSINESS	\$227.90
11/20/2024	DISNEY	\$29.99
11/20/2024	DISNEY	\$29.99
11/20/2024	S&S Worldwide	\$101.31
11/20/2024	USPS	\$146.00
11/21/2024	DISNEY	\$29.99
11/21/2024	DISNEY	\$29.99
11/21/2024	DISNEY	\$29.99
11/21/2024	AMAZON	\$19.98
11/21/2024	AMAZON	\$17.90
11/21/2024	COSTCO	\$51.71
11/21/2024	AMERICAN LIBRARY AS	\$210.00
11/22/2024	ACCURATE EMPLOYMENT	\$36.38
11/22/2024	AUDREY J. WILSON	\$200.00

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 11/30/2024

Date	Source	Amount
11/22/2024	AUTOMATIC DOORS, INC	\$1400.00
11/22/2024	BAKER & TAYLOR, INC.	\$2626.33
11/22/2024	CRYSTAL MAINTENANCE	\$2980.00
11/22/2024	DAN LAIB STUDIOS, IN	\$950.00
11/22/2024	EVERLIGHTS, INC.	\$425.60
11/22/2024	F.E.MORAN, INC. FIRE	\$6990.00
11/22/2024	FAMBRO MANAGEMENT	\$280.00
11/22/2024	IMAGE SYSTEMS & BUSI	\$326.43
11/22/2024	INGRAM	\$449.94
11/22/2024	JOURNAL & TOPICS NEW	\$51.00
11/22/2024	KANOPY, INC.	\$737.00
11/22/2024	MIDWEST TAPE	\$6243.98
11/22/2024	MOUNT PROSPECT PAINT	\$132.21
11/22/2024	OVERDRIVE, INC.	\$280.55
11/22/2024	PRODUCT LLC	\$14000.00
11/22/2024	PRONUNCIATOR LLC	\$1995.00
11/22/2024	SOUND INCORPORATED	\$212.00
11/22/2024	SUPERIOR INDUSTRIAL	\$329.85
11/22/2024	THOMSON REUTERS - WE	\$1635.75
11/22/2024	TODAY'S BUSINESS SOL	\$428.16
11/22/2024	VARIETY VENDORS	\$127.00
11/22/2024	VILLAGE OF MOUNT PRO	\$17381.85
11/22/2024	WAREHOUSE DIRECT	\$17.63
11/22/2024	EMPLOYEE BENEFITS CO	\$1401.08
11/22/2024	EXPERT PAY CHILD SUP	\$188.31
11/22/2024	OpenAI	\$20.00
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	DISNEY	\$29.99
11/22/2024	BEST BUY	\$509.97
11/22/2024	BEST BUY	\$169.99
11/22/2024	DELL MARKETING L.P.	\$1174.08
11/22/2024	TORTORICE'S PIZZA	\$69.08

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 11/30/2024

Date	Source	Amount
11/22/2024	CAPUTOS FRESH MARKET	\$1827.84
11/22/2024	LIBRARY JOURNAL CC	\$157.99
11/22/2024	LIBRARY JOURNAL CC	\$157.99
11/22/2024	CONSUMER REPORTS	\$56.00
11/24/2024	AMAZON	\$8.99
11/24/2024	NETFLIX	\$15.49
11/24/2024	AMAZON	\$14.00
11/24/2024	DELL MARKETING L.P.	\$6569.47
11/24/2024	AMAZON	\$18.57
11/24/2024	PLAYSTATION STORE	\$155.85
11/24/2024	SPOTIFY	\$19.99
11/24/2024	NETFLIX	\$15.49
11/24/2024	THE GREAT COURSES	\$1445.87
11/24/2024	FAMILY ROOTS PUBLISH	\$43.22
11/24/2024	AMAZON	\$120.26
11/24/2024	WAYFAIR ILLINOIS LLC	\$967.66
11/25/2024	VERIZON WIRELESS	\$435.64
11/25/2024	ICMA RETIREMENT TRUS	\$6921.17
11/25/2024	VENTRA	\$166.00
11/26/2024	VILLAGE OF MOUNT PRO	\$93160.03
11/26/2024	VILLAGE OF MOUNT PRO	\$112.00
11/26/2024	VILLAGE OF MOUNT PRO	\$49962.64
11/26/2024	AMAZON	\$19.99
11/26/2024	AMAZON	\$15.99
11/26/2024	AMAZON	\$20.99
11/27/2024	AMERICAN LIBRARY AS	\$2941.00
11/27/2024	DAILY HERALD	\$29.70
11/27/2024	ILLINOIS DEPARTMENT	\$1067.60
11/27/2024	JASMINE NAZEK WARGA	\$80.00
11/27/2024	JOURNAL & TOPICS NEW	\$425.00
11/27/2024	OVERDRIVE, INC.	\$638.13
11/27/2024	SMILE MAKERS	\$206.77
11/27/2024	VILLAGE OF MOUNT PRO	\$2692.96
11/27/2024	WAREHOUSE DIRECT	\$33.78
11/27/2024	EMPLOYEE BENEFITS CO	\$351.52
11/27/2024	AMAZON	\$44.92
11/27/2024	AMAZON	\$88.03
11/27/2024	AMAZON	\$59.97

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2024

Date	Source	Amount
11/27/2024	AMAZON	\$20.24
11/27/2024	AMAZON	\$573.01
11/27/2024	AMAZON	\$189.91
11/27/2024	DOLLAR TREE	\$5.00
11/27/2024	WALMART	\$7.56
11/27/2024	AMAZON	\$39.09
11/28/2024	AMAZON	\$56.40
11/28/2024	AMAZON	\$287.82
11/28/2024	AMERICAN LIBRARY AS	\$210.00
11/28/2024	AMAZON	\$213.92
11/28/2024	ORGANIC HEADSHOTS	\$100.00
11/28/2024	LANDS' END	\$51.85
11/29/2024	BROWSERSTACK	\$1068.04
11/29/2024	DELL MARKETING L.P.	\$3152.48
11/30/2024	FRIENDS OF THE MPPL	\$82.75
		<hr/>
		\$1076070.35
		<hr/> <hr/>

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of December 31, 2024

Library General Fund	7,352,829.88
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	4,900,166.09
Debt Service Fund	0.00
Gift Fund	573,393.11
Total All Funds	14,942,435.34

Disbursements December 2024

\$ 954,227.19

Financial Summary

Fund Balances

Library General Fund	\$	7,352,829.88
Annual Operating Budget 2024	\$	11,191,400.00
General Fund - Months in Reserve		7.9
General Fund - Percent in Reserve		65.7%

YTD Spending Summary

- * We're on target with spending, and our YTD percentage expended is 96.7%
- * Last year at this time, we had expended 92.9%

Levy Collection

- * To date, 100.88% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 12/31/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$13,523.01	\$0.00	\$0.00	\$0.00	\$0.00	\$13,523.01
Interest Income	\$16,308.59	\$0.00	\$28,928.48	\$0.00	\$0.00	\$45,237.07
Miscellaneous Fees	\$1,712.30	\$0.00	\$0.00	\$0.00	\$0.00	\$1,712.30
Friends Reimbursement	\$9,358.93	\$0.00	\$0.00	\$0.00	\$0.00	\$9,358.93
Foundation Reimbursement	\$2,078.77	\$0.00	\$0.00	\$0.00	\$0.00	\$2,078.77
Miscellaneous Income	\$0.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.10
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00
Total Revenues	\$42,981.70	\$0.00	\$28,928.48	\$0.00	\$500.00	\$72,410.18
Expenses						
Salaries & Benefits	\$661,142.47	\$0.00	\$0.00	\$0.00	\$0.00	\$661,142.47
Management Expense	\$44,584.65	\$0.00	\$0.00	\$0.00	\$0.00	\$44,584.65
Operating Expense	\$54,754.08	\$0.00	\$0.00	\$0.00	\$0.00	\$54,754.08
Building Expense	\$26,288.17	\$0.00	\$0.00	\$0.00	\$0.00	\$26,288.17
Library Materials	\$140,335.41	\$0.00	\$0.00	\$0.00	\$0.00	\$140,335.41
Reimbursable Expense	\$2,951.03	\$0.00	\$0.00	\$0.00	\$0.00	\$2,951.03
Capital Outlay	\$0.00	\$0.00	\$42,652.18	\$0.00	\$0.00	\$42,652.18
Total Expenses	\$930,055.81	\$0.00	\$42,652.18	\$0.00	\$0.00	\$972,707.99
BEGINNING FUND BALANCE	\$8,239,903.99	\$2,116,046.26	\$4,913,889.79	\$0.00	\$572,893.11	\$15,842,733.15
NET SURPLUS/(DEFICIT)	(\$887,074.11)	\$0.00	(\$13,723.70)	\$0.00	\$500.00	(\$900,297.81)
ENDING FUND BALANCE	\$7,352,829.88	\$2,116,046.26	\$4,900,166.09	\$0.00	\$573,393.11	\$14,942,435.34

Mount Prospect Public Library Revenue Report

For the Period Ended 12/31/2024

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Library Fund						
Property Taxes	\$13,523.01	\$11,053,902.36	\$10,958,000.00	(\$95,902.36)	100.88%	(0.88%)
Illinois Per Capita Grant	\$0.00	\$84,425.22	\$83,900.00	(\$525.22)	100.63%	(0.63%)
Interest Income	\$16,308.59	\$283,343.03	\$75,000.00	(\$208,343.03)	377.79%	(277.79%)
Fees	\$1,694.05	\$22,372.38	\$10,600.00	(\$11,772.38)	211.06%	(111.06%)
For Sale Items	\$18.25	\$586.16	\$200.00	(\$386.16)	293.08%	(193.08%)
Miscellaneous Income	\$0.10	\$15,821.02	\$0.00	(\$15,821.02)	0.00%	0.00%
Friends Reimbursement	\$9,358.93	\$44,999.63	\$10,000.00	(\$34,999.63)	450.00%	(350.00%)
Foundation Reimbursement	\$2,078.77	\$9,313.30	\$10,000.00	\$686.70	93.13%	6.87%
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	\$42,981.70	\$11,590,732.53	\$11,222,500.00	(\$368,232.53)	103.28%	(3.28%)
Working Cash Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Capital Projects Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$28,928.48	\$384,361.33	\$0.00	(\$384,361.33)	0.00%	0.00%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Projects Fund	\$28,928.48	\$384,361.33	\$0.00	(\$384,361.33)	0.00%	0.00%

Mount Prospect Public Library Revenue Report

For the Period Ended 12/31/2024

<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>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$0.00	\$1,198.08	\$5,000.00	\$3,801.92	23.96%	76.04%
Donations	\$500.00	\$776.38	\$0.00	(\$776.38)	0.00%	0.00%
Total Gift Fund	\$500.00	\$1,974.46	\$5,000.00	\$3,025.54	39.49%	60.51%

Mount Prospect Public Library Expense Report

For the Period Ended 12/31/2024

<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	\$527,224.61	\$5,829,970.07	\$5,931,000.00	\$101,029.93	98.30%	1.70%
IMRF	\$31,055.95	\$342,570.06	\$345,000.00	\$2,429.94	99.30%	0.70%
MC/FICA	\$37,895.54	\$419,634.48	\$454,000.00	\$34,365.52	92.43%	7.57%
Medical Insurance	\$64,816.12	\$788,325.41	\$820,000.00	\$31,674.59	96.14%	3.86%
Life Insurance	\$150.25	\$2,253.37	\$3,000.00	\$746.63	75.11%	24.89%
Unemployment Compensation Tax	\$0.00	\$6,015.01	\$23,000.00	\$16,984.99	26.15%	73.85%
Total Salaries & Benefits	\$661,142.47	\$7,388,768.40	\$7,576,000.00	\$187,231.60	97.53%	2.47%
Management Expenses						
Audit	\$0.00	\$6,600.00	\$5,600.00	(\$1,000.00)	117.86%	(17.86%)
Legal Fees	\$0.00	\$2,777.50	\$10,000.00	\$7,222.50	27.78%	72.23%
Printing	\$5,826.44	\$86,044.41	\$126,000.00	\$39,955.59	68.29%	31.71%
Marketing	\$9,764.03	\$67,937.96	\$74,000.00	\$6,062.04	91.81%	8.19%
Professional Dues	\$3,981.00	\$15,525.00	\$17,000.00	\$1,475.00	91.32%	8.68%
Board Development	\$218.00	\$2,481.00	\$2,500.00	\$19.00	99.24%	0.76%
Human Resources	\$18,395.30	\$165,171.85	\$172,700.00	\$7,528.15	95.64%	4.36%
Other Operating	\$6,399.88	\$13,172.52	\$38,700.00	\$25,527.48	34.04%	65.96%
Total Management Expenses	\$44,584.65	\$359,710.24	\$446,500.00	\$86,789.76	80.56%	19.44%
Operating Expenses						
Telecommunications	\$2,549.63	\$34,725.37	\$35,900.00	\$1,174.63	96.73%	3.27%
Insurance	\$13,337.00	\$105,297.05	\$116,000.00	\$10,702.95	90.77%	9.23%
Office Supplies	\$2,278.16	\$22,488.18	\$29,300.00	\$6,811.82	76.75%	23.25%
Library Supplies	\$3,272.02	\$14,912.44	\$24,700.00	\$9,787.56	60.37%	39.63%
Postage	\$3,150.98	\$25,897.18	\$31,800.00	\$5,902.82	81.44%	18.56%
Contract Services	\$0.00	\$132,545.02	\$142,000.00	\$9,454.98	93.34%	6.66%
Software	\$30,166.29	\$103,318.76	\$120,900.00	\$17,581.24	85.46%	14.54%
Total Operating Expenses	\$54,754.08	\$439,184.00	\$500,600.00	\$61,416.00	87.73%	12.27%

Mount Prospect Public Library Expense Report

For the Period Ended 12/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$10,396.47	\$166,310.50	\$133,800.00	(\$32,510.50)	124.30%	(24.30%)
Hardware & System Maintenance	\$1,533.76	\$111,110.70	\$139,600.00	\$28,489.30	79.59%	20.41%
Janitorial	\$2,351.92	\$69,324.19	\$76,300.00	\$6,975.81	90.86%	9.14%
Equipment	\$8,917.56	\$180,634.13	\$199,000.00	\$18,365.87	90.77%	9.23%
Utilities	\$3,088.46	\$40,271.50	\$49,300.00	\$9,028.50	81.69%	18.31%
Total Building Expenses	\$26,288.17	\$567,651.02	\$598,000.00	\$30,348.98	94.92%	5.08%
Services and Resources						
Adult Print	\$16,866.21	\$200,531.20	\$247,600.00	\$47,068.80	80.99%	19.01%
Adult AV	\$3,797.61	\$29,401.71	\$42,600.00	\$13,198.29	69.02%	30.98%
Youth Print	\$16,235.16	\$174,491.04	\$159,700.00	(\$14,791.04)	109.26%	(9.26%)
Youth AV	\$1,049.26	\$20,600.47	\$26,200.00	\$5,599.53	78.63%	21.37%
Magazines	\$2,117.02	\$22,975.45	\$19,300.00	(\$3,675.45)	119.04%	(19.04%)
Electronic Resources	\$39,086.31	\$206,288.15	\$186,600.00	(\$19,688.15)	110.55%	(10.55%)
Digital Media	\$47,008.31	\$350,485.44	\$317,000.00	(\$33,485.44)	110.56%	(10.56%)
E-Learning	\$1,250.00	\$49,680.47	\$49,500.00	(\$180.47)	100.36%	(0.36%)
Library of Things	\$4,567.45	\$57,605.00	\$68,000.00	\$10,395.00	84.71%	15.29%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$1,687.74	\$21,610.10	\$28,000.00	\$6,389.90	77.18%	22.82%
Programs	\$6,670.34	\$85,147.54	\$103,300.00	\$18,152.46	82.43%	17.57%
Total Services and Resources	\$140,335.41	\$1,219,469.17	\$1,248,500.00	\$29,030.83	97.67%	2.33%
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$600.00	\$8,630.13	\$10,000.00	\$1,369.87	86.30%	13.70%
Friends Expenses	\$2,351.03	\$40,649.43	\$10,000.00	(\$30,649.43)	406.49%	(306.49%)
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%
Total Sponsored Expenses	\$2,951.03	\$49,279.56	\$21,800.00	(\$27,479.56)	226.05%	(126.05%)

Mount Prospect Public Library Expense Report

For the Period Ended 12/31/2024

	<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>
Total Library Fund	\$930,055.81	\$10,024,062.39	\$11,191,400.00	\$1,167,337.61	89.57%	10.43%
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%
Capital Project Fund						
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	\$42,652.18	\$2,531,235.18	\$3,000,000.00	\$468,764.82	84.37%	15.63%
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	\$42,652.18	\$2,531,487.18	\$3,000,000.00	\$468,512.82	84.38%	15.62%
Gift Fund						
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 12/31/2024

Date	Source	Amount
12/01/2024	AMAZON	\$24.97
12/01/2024	ZOOM	\$208.00
12/01/2024	USPS	\$6.91
12/01/2024	AMAZON	\$158.33
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	AMAZON	\$2.99
12/01/2024	CC-AIRFARE	\$35.00
12/01/2024	CC-MEALS	\$15.40
12/01/2024	CC-MEALS	\$3.75
12/01/2024	CC-MEALS	\$29.59
12/01/2024	CC-GROUND TRANSPORTA	\$34.97
12/01/2024	CC-GROUND TRANSPORTA	\$6.99
12/01/2024	RESTAURANT SUPPLY	\$112.45
12/02/2024	JOHNSON CONTROLS	\$285.00
12/02/2024	AMAZON	\$35.82
12/02/2024	AMAZON	\$2.99
12/02/2024	AMAZON	\$8.99
12/02/2024	AMAZON	\$8.99
12/02/2024	DISNEY	\$29.99
12/02/2024	NETFLIX	\$15.49
12/02/2024	FONDO DE CULTURA ECO	\$23.44
12/02/2024	LIBERIA CARLOS FUENT	\$33.00
12/02/2024	CC-MEALS	\$5.40
12/02/2024	PENGUIN RANDOM HOUSE	\$113.49
12/02/2024	DL DISTRIBUCIONES	\$192.05
12/02/2024	CC-MEALS	\$12.50
12/02/2024	CC-MEALS	\$13.07
12/02/2024	CC-MEALS	\$5.48
12/03/2024	HOMELESS TRAINING IN	\$1399.00
12/03/2024	AMAZON	\$78.03

12/03/2024	AMAZON	\$9.34
12/03/2024	AMAZON	\$76.75
12/03/2024	AMAZON	\$23.88
12/03/2024	TARGET	\$35.29
12/03/2024	AMAZON	\$86.95
12/03/2024	AMAZON	\$8.99
12/03/2024	AMAZON	\$8.99
12/03/2024	A24	\$67.00
12/03/2024	LA VOLTERETA LIB	\$53.95
12/03/2024	DL DISTRIBUCIONES	\$54.79
12/03/2024	PENGUIN RANDOM HOUSE	\$103.80
12/03/2024	MOZAICO	\$290.02
12/04/2024	TARGET	\$49.99
12/04/2024	ACORN TV	\$79.99
12/04/2024	AMAZON	\$8.99
12/04/2024	AMAZON	\$8.99
12/04/2024	AMAZON	\$8.99
12/04/2024	AMAZON	\$8.99
12/04/2024	NETFLIX	\$15.49
12/04/2024	NETFLIX	\$15.49
12/04/2024	NETFLIX	\$15.49
12/04/2024	NETFLIX	\$15.49
12/04/2024	NETFLIX	\$15.49
12/04/2024	CRAINS CHICAGO	\$225.00
12/04/2024	HACHETTE LIVRE	\$53.51
12/04/2024	EDITORIAL OCEANO	\$64.40
12/04/2024	LANDS' END	\$523.06
12/04/2024	IFIXIT	\$150.89
12/04/2024	CC-MEALS	\$15.95
12/04/2024	EDITORIAL OCEANO	\$156.34
12/04/2024	CC-MEALS	\$48.52
12/04/2024	CC-MEALS	\$8.70
12/04/2024	CC-MEALS	\$5.46
12/04/2024	VR EDITORAS	\$87.50
12/05/2024	GOTPRINT.COM	\$263.52
12/05/2024	4ALLPROMOS	\$473.23
12/05/2024	AMAZON	\$14.39
12/05/2024	BEST BUY	\$359.94
12/05/2024	NEX PLAYGROUND	\$89.00
12/05/2024	MICROSOFT	\$44.00
12/05/2024	MICROSOFT	\$6.60
12/05/2024	PARTY CITY	\$39.97
12/05/2024	USPS	\$7.61
12/05/2024	AMAZON	\$8.99

12/05/2024	AMAZON	\$8.99
12/05/2024	AMAZON	\$8.99
12/05/2024	FUTURE PUBLISHING	\$8.75
12/05/2024	CXC DTERAN	\$55.26
12/05/2024	ESTAFETA	\$3.54
12/05/2024	ESTAFETA	\$194.06
12/05/2024	LIBERIAS GANDHI	\$85.74
12/05/2024	CC-AIRFARE	\$133.52
12/05/2024	SANTILLANA LOQUELEO	\$121.18
12/05/2024	CC-GROUND TRANSPORTA	\$34.90
12/05/2024	CC-GROUND TRANSPORTA	\$16.27
12/06/2024	Payroll 2024-1206	\$199462.71
12/06/2024	Payroll 2024-1206	\$69305.35
12/06/2024	AMAZON	\$4781.79
12/06/2024	BAKER & TAYLOR, INC.	\$7861.92
12/06/2024	CCB TECHNOLOGY	\$3299.00
12/06/2024	CHILDREN'S PLUS INC.	\$618.07
12/06/2024	DEMCO	\$1909.19
12/06/2024	INGRAM	\$4663.86
12/06/2024	JOURNAL & TOPICS NEW	\$1200.00
12/06/2024	AWESOME BALLOON CREA	\$375.00
12/06/2024	MIDWEST TAPE	\$236.69
12/06/2024	OVERDRIVE, INC.	\$5503.82
12/06/2024	PLAYAWAY PRODUCTS LL	\$56.99
12/06/2024	SEEDLINGS BRAILLE BO	\$18.50
12/06/2024	SUPERIOR INDUSTRIAL	\$56.35
12/06/2024	TIGERLILY MUSIC	\$850.00
12/06/2024	W. W. GRAINGER, INC.	\$410.32
12/06/2024	EMPLOYEE BENEFITS CO	\$1401.08
12/06/2024	EXPERT PAY CHILD SUP	\$188.31
12/06/2024	THE HOME DEPOT CRC	\$59.96
12/06/2024	PRINTRUNNER	\$3137.28
12/06/2024	AMAZON	\$20.67
12/06/2024	AMAZON	\$34.26
12/06/2024	AMAZON	\$78.82
12/06/2024	AMAZON	\$70.96
12/06/2024	AMAZON	\$47.50
12/06/2024	AMAZON	\$21.40
12/06/2024	ROCKETGENIUS, INC	\$99.00
12/08/2024	AMAZON	\$7.20
12/08/2024	AMAZON	\$23.66
12/08/2024	WALMART	\$62.95
12/08/2024	AMAZON	\$33.98
12/08/2024	NOTHING BUNDT CAKES	\$33.09

12/08/2024	USPS	\$7.61
12/08/2024	HR SOURCE	\$75.00
12/08/2024	AMAZON	\$58.08
12/08/2024	KHEPRI KITCHEN+ COFF	\$290.93
12/08/2024	NETFLIX	\$15.49
12/08/2024	NETFLIX	\$15.49
12/08/2024	NETFLIX	\$15.49
12/08/2024	DISPLAYS2GO	\$84.85
12/08/2024	AMAZON	\$20.74
12/08/2024	THE GREAT COURSES	\$43.92
12/08/2024	GOTPRINT.COM	\$416.59
12/09/2024	ICMA RETIREMENT TRUS	\$6275.02
12/09/2024	AT&T ACH	\$110.47
12/09/2024	AT&T ACH	\$745.82
12/09/2024	AMAZON	\$128.99
12/09/2024	AMAZON	\$2.99
12/09/2024	DISNEY	\$29.99
12/09/2024	NETFLIX	\$15.49
12/10/2024	THE HOME DEPOT CRC	\$194.08
12/10/2024	WALMART	\$26.16
12/10/2024	AMAZON	\$19.27
12/10/2024	AMAZON	\$8.99
12/10/2024	USPS	\$6.91
12/10/2024	SNAPPR	\$27.90
12/10/2024	AMAZON	\$62.97
12/10/2024	LANDS' END	\$1189.51
12/10/2024	BITLY, INC	\$348.00
12/10/2024	AMAZON	\$22.99
12/10/2024	CC-LODGING	\$168.70
12/10/2024	LITEZILLA	\$1398.00
12/11/2024	REPUBLIC SERVICES #5	\$310.32
12/11/2024	AFLAC	\$181.92
12/11/2024	SHELL OIL COMPANY	\$39.64
12/11/2024	NEX PLAYGROUND	\$89.00
12/11/2024	PARAMOUNT+	\$119.99
12/11/2024	USPS	\$29.47
12/11/2024	AMAZON	\$54.80
12/11/2024	BARRONS	\$29.99
12/11/2024	LANDS' END	\$1074.03
12/11/2024	KHEPRI KITCHEN+ COFF	\$60.51
12/12/2024	USPS	\$8.98
12/12/2024	GOTPRINT.COM	\$175.88
12/12/2024	AMAZON	\$142.94
12/12/2024	ULINE	\$93.56

12/13/2024	AMAZON	\$6961.20
12/13/2024	AMERICAN LANDSCAPING	\$160.00
12/13/2024	AMERICAN LIBRARY AS	\$218.00
12/13/2024	BAKER & TAYLOR, INC.	\$4035.95
12/13/2024	COMPLETE TEMPERATURE	\$2366.66
12/13/2024	COOPERATIVE COMPUTER	\$68759.08
12/13/2024	CRIMSON MULTIMEDIA D	\$64.11
12/13/2024	CRYSTAL CLEAR PRODUC	\$1050.00
12/13/2024	DAILY HERALD	\$1450.00
12/13/2024	F.E.MORAN, INC. FIRE	\$3360.00
12/13/2024	IMAGE SYSTEMS & BUSI	\$7991.34
12/13/2024	INGRAM	\$4520.43
12/13/2024	MIDWEST TAPE	\$394.38
12/13/2024	OVERDRIVE, INC.	\$17993.23
12/13/2024	PLASTIC LETTER & SIG	\$155.00
12/13/2024	PLAYAWAY PRODUCTS LL	\$1324.59
12/13/2024	ROSA M ZILINSKAS	\$240.00
12/13/2024	SUPERIOR INDUSTRIAL	\$133.45
12/13/2024	WAREHOUSE DIRECT	\$19.35
12/13/2024	NETFLIX	\$15.49
12/13/2024	NETFLIX	\$15.49
12/13/2024	NETFLIX	\$15.49
12/13/2024	NETFLIX	\$15.49
12/13/2024	AMAZON	\$146.76
12/13/2024	AMAZON	\$28.96
12/13/2024	AMAZON	\$31.99
12/13/2024	BANK SUPPLIES	\$86.61
12/13/2024	VISTAPRINT	\$57.35
12/13/2024	CHICAGO TRIBUNE	\$146.00
12/13/2024	A24	\$67.00
12/13/2024	AMAZON	\$14.99
12/13/2024	LANDS' END	\$280.89
12/13/2024	AMERICAN LIBRARY AS	\$210.00
12/13/2024	SMARTPRESS.COM	\$1223.91
12/13/2024	NOTHING BUNDT CAKES	\$262.65
12/13/2024	AMERICAN LIBRARY AS	\$180.00
12/15/2024	AMAZON	\$2.99
12/15/2024	AMAZON	\$8.99
12/15/2024	DISNEY	\$29.99
12/15/2024	AMAZON	\$335.20
12/15/2024	DESIGN PICKLE LLC	\$14.99
12/15/2024	CENTRAL CONTINENTAL	\$4.33
12/15/2024	WALMART	\$20.72
12/15/2024	CRICUT	\$478.93

12/15/2024	USPS	\$12.94
12/15/2024	4-IMPRINT	\$854.86
12/15/2024	A CHERRY ON TOP CRAF	\$66.38
12/15/2024	POCKETALK INC	\$350.00
12/15/2024	AMAZON	\$81.17
12/15/2024	AMAZON	\$76.66
12/16/2024	ADOBE	\$18088.20
12/16/2024	AMAZON	\$14.90
12/16/2024	WALL STREET JOURNAL	\$64.99
12/16/2024	APPLE.COM	\$9.99
12/16/2024	AMAZON	\$17.48
12/16/2024	AMAZON	\$7.99
12/16/2024	AMAZON	\$2.99
12/17/2024	USPS	\$35.21
12/17/2024	USPS	\$566.55
12/17/2024	JENGA	\$146.58
12/17/2024	AMERICAN LIBRARY AS	\$210.00
12/17/2024	AMAZON	\$8.99
12/17/2024	AMAZON	\$8.99
12/17/2024	AMAZON	\$2.99
12/17/2024	ORGANIC HEADSHOTS	\$365.00
12/18/2024	POSTMASTER	\$2419.46
12/18/2024	AQUENT LLC	\$5400.00
12/18/2024	USPS	\$26.86
12/18/2024	INTERNATIONAL FACILI	\$399.00
12/18/2024	LANDS' END	\$1433.09
12/18/2024	SNAPPR	\$164.21
12/18/2024	ALA	\$47.40
12/18/2024	AMERICAN LIBRARY AS	\$210.00
12/19/2024	LANDS' END	\$137.75
12/19/2024	STYLEBOOKS.COM	\$283.00
12/19/2024	AMAZON	\$27.79
12/19/2024	KANI TECHNOLOGIES IN	\$1296.00
12/19/2024	AMAZON	\$27.50
12/19/2024	AMAZON	\$52.72
12/19/2024	AMAZON	\$31.99
12/19/2024	AMAZON	\$49.09
12/20/2024	Payroll 2024-1220	\$148664.44
12/20/2024	Payroll 2024-1220	\$55024.98
12/20/2024	ACCURATE EMPLOYMENT	\$83.78
12/20/2024	AMAZON	\$4370.98
12/20/2024	AUTOMATIC DOORS, INC	\$670.00
12/20/2024	BAKER & TAYLOR, INC.	\$1681.66
12/20/2024	CINTAS #22	\$338.82

12/22/2024	USPS	\$5.30
12/22/2024	DISPLAYS2GO	\$31.94
12/22/2024	DISPLAYS2GO	\$381.54
12/22/2024	DISPLAYS2GO	\$309.34
12/22/2024	4-IMPRINT	\$385.86
12/22/2024	ZAZZLE	\$22.26
12/22/2024	AMAZON	\$28.86
12/22/2024	WALMART	\$28.26
12/22/2024	AMAZON	\$26.98
12/22/2024	AMAZON	\$17.95
12/22/2024	AMAZON	\$19.99
12/22/2024	AMAZON	\$40.74
12/22/2024	AMAZON	\$25.99
12/22/2024	AMAZON	\$129.99
12/22/2024	4-IMPRINT	\$236.05
12/22/2024	OpenAI	\$20.00
12/23/2024	ICMA RETIREMENT TRUS	\$5144.95
12/23/2024	VERIZON WIRELESS	\$425.60
12/23/2024	AMAZON	\$8.99
12/23/2024	NETFLIX	\$15.49
12/23/2024	AMAZON	\$39.99
12/23/2024	AMAZON	\$118.96
12/23/2024	AMAZON	\$14.95
12/23/2024	AMAZON	\$68.38
12/23/2024	SPOTIFY	\$19.99
12/23/2024	NETFLIX	\$15.49
12/24/2024	VENTRA	\$91.00
12/24/2024	USPS	\$4.26
12/24/2024	USPS	\$7.61
12/24/2024	CHICAGO TRIBUNE	\$440.00
12/24/2024	BAMBU LAB US	\$308.95
12/25/2024	CONSTELLATION NEW EN	\$2250.85
12/27/2024	1ST METROPOLITAN TRA	\$45.00
12/27/2024	AMAZON	\$4603.82
12/27/2024	BAKER & TAYLOR, INC.	\$6184.99
12/27/2024	COSLEY ZOO	\$750.00
12/27/2024	CRIMSON MULTIMEDIA D	\$124.66
12/27/2024	DEMCO	\$115.42
12/27/2024	INGRAM	\$1528.61
12/27/2024	LILY VALENTIN	\$1316.24
12/27/2024	MENARDS	\$5.97
12/27/2024	MIDWEST TAPE	\$63.73
12/27/2024	OVERDRIVE, INC.	\$23090.46
12/27/2024	P. F. Pettibone & Co	\$658.55

12/27/2024	PROSPECT HIGH SCHOOL	\$280.00
12/27/2024	SUPERIOR INDUSTRIAL	\$99.55
12/27/2024	TERRENCE HUNTER	\$525.00
12/27/2024	VARIETY VENDORS	\$172.00
12/27/2024	W. W. GRAINGER, INC.	\$527.52
12/27/2024	WAREHOUSE DIRECT	\$45.15
12/27/2024	WORLD BOOK, INC.	\$1259.00
12/27/2024	VILLAGE OF MOUNT PRO	\$94234.93
12/27/2024	VILLAGE OF MOUNT PRO	\$112.00
12/27/2024	VILLAGE OF MOUNT PRO	\$55707.32
12/27/2024	AMAZON	\$35.97
12/27/2024	CALLING POST COMMUNI	\$9.99
12/29/2024	AQUENT LLC	\$440.00
12/29/2024	ISTOCK PHOTO	\$12.00
12/29/2024	KAPLAN EARLY LEARNIN	\$505.94
12/30/2024	ZOHO Corporation	\$745.20
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	AMAZON	\$2.99
12/30/2024	THE NEW YORK TIMES	\$1208.95
12/30/2024	USPS	\$5.30
12/30/2024	WALGREENS	\$35.83
12/31/2024	EMPLOYEE BENEFITS CO	\$96.65
12/31/2024	FRIENDS OF THE MPPL	\$19.25
12/31/2024	ZOOM	\$1407.20
12/31/2024	HIGH PLAINS PROSPECT	\$22.61
12/31/2024	LANDS' END	\$58.86
		<u>\$954227.19</u>

RESOLUTION NO. 2025-1

**A RESOLUTION ACKNOWLEDGING PAYMENT TO MOUNT PROSPECT PUBLIC LIBRARY
UNDER THE TERMS OF A GROUND LEASE AGREEMENT**

WHEREAS, on November 6, 2002, the Village of Mount Prospect ("the Village") and the Mount Prospect Public Library ("the Library") entered into a Ground Lease Agreement (the "Lease") providing, among other things, for the Village to lease certain property ("Property") from the Library; and

WHEREAS, the Library has caused its attorney and staff to review the terms of the Lease and the current status of the Property and its usage; and

WHEREAS, the attorney and staff have reported that both the Village and the Library are in substantial compliance with all material terms of the Lease; and

WHEREAS, the Board of Trustees have determined that it is in the best interests of the Library and its residents to assure that there is continued compliance with the Lease; and

WHEREAS, Section 3.02 of the Ground Lease Agreement allows the tenant (Village of Mount Prospect) an option to extend the term of the lease for five additional consecutive terms of twenty (20) years each; and

WHEREAS, on March 21, 2023, the Library exercised the option to renew the Ground Lease Agreement for a second, twenty-year (20) term to expire December 2042.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:

SECTION ONE: That the parties are in substantial compliance with all material terms of the Lease.

SECTION TWO: That the Library Board of Trustees will receive before December 31, 2024 from the Village of Mount Prospect the sum of \$1.00 as is due per the terms of the Lease and authorized per Village Resolution No. 39-24 passed December 17, 2024.

SECTION THREE: That this Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 16th day of January 2025.

Marie Bass, Library Board President

November 2024

Fiction/AV/Teen

- 1) A highlight of the department's International Games Month programming was a Jigsaw Puzzle Competition which garnered 67 competitors working in teams and racing to complete a 500-piece puzzle.
- 2) The Shakespeare Project of Chicago returned to MPPL for a well-attended performance of *Measure for Measure*.
- 3) Multiple staff contributed to building our local Advantage e-book collection considerably further, using the remainder of 2024 funds in the Materials budget.

South Branch & Community Engagement

- 1) We hosted Seasonal One-Pot Meals with guest chef Susan Maddox. Chef Maddox demonstrated how to make three different soups, sharing her expertise and providing cooking tips along the way. The lucky attendees were able to sample all the soups and went home with the recipes.
- 2) We offered holiday photo shoots for our patrons, complete with holiday-themed backdrops and props. Each family that registered for a session was provided with digital files for personal use.
- 3) We participated in the Village's Aging in Community Initiative roundtable discussion to consider how to reach older adults with language and/or cultural barriers, including those who also face barriers common among an aging population – such as lack of technology, literacy, physical constraints like eyesight and hearing, etc. Representatives from a range of organizations that work with the senior population were in attendance.
- 4) There was unexpected concrete work done at the South Branch to extricate a very expensive camera used by plumbers doing work to fix a plumbing issue with another tenant. To prep, we moved two bays of shelving closest to the site, removed all the public computers, and tarped much of the space to mitigate dust from drilling. The camera was successfully retrieved, and repair was made to a pipe that was discovered to have a crack that could have negatively impacted us down the line.

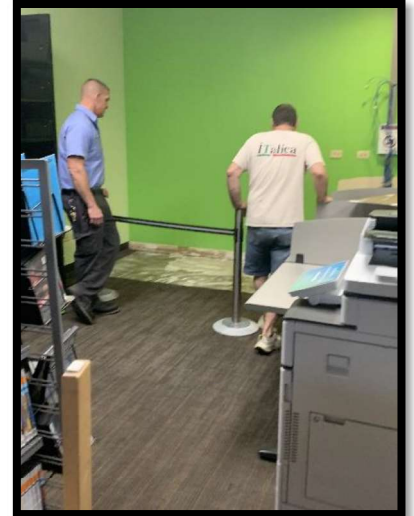


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 5) Over 250 people visited our table at the annual Harper Experience Day community event. We featured several hands-on interactive activities including Tangrams, Magna-Tiles and a light board, along with giveaways and information about the library's programs and resources.
- 6) We took part in John Jay's Family Reading Night event where we provided a range of reading materials for children to read either at the event, or to check out to read at home via our mobile circ service. We also offered library card registration. About 75 people visited us in our reading room.

Youth Services

- 1) On November 18, author Jasmine Warga visited the 4th and 5th grade classes at Lions Park and Fairview schools in District 57. We had 294 in attendance at Lions Park and 255 at Fairview. The library then hosted Jasmine with an evening event, Make and Meet, where kids created a robot, like one featured in her book, *A Rover's Story*, and learned what inspired the author. We had 105 people in attendance for that program. The Friends of the Library sponsored this event and Booked Evanston sold copies of Jasmine's book at the library event.
- 2) During the week of Thanksgiving, we hosted "Dan Gogh's Magic and Art Show" twice on Monday, with 320 attending. This event was part of our holiday programming sponsored by the Friends of the Library. On Tuesday, we had "Stay and Play," which had 146 people come through and play with different food related toys.
- 3) Family Reading Night was on Thursday, November 21. Throughout the month, we passed out 110 kits featuring a book by Todd Parr and other activities for families to complete together on this day. This was another program sponsored by the Friends of the Library.
- 4) In November we received a donation of toy stepping stones to the department for the Family Place. The patron wishes to remain anonymous but wanted to do something special for the department as thanks for all the fun programming we offer.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Circulation

- 1) When we joined CCS, we implemented the online library card registration system. Since moving to the new system, we have had 60 Mount Prospect residents sign up for cards online, with about 30% of those registrants coming to pick up their physical card in the library.
- 2) In November we established a new “damaged materials” process to account for the introduction of other CCS library material into our circulation. We also searched for missing items and found 61 of 111 items, which is an impressive “found” rate!



Research

- 1) The program “True Crime: Financial Fraud” had the highest attendance this month with 61 patrons. Detective John Napoleon of the Mount Prospect Police Department has presented this session previously, and it is always very popular. His presentation includes real case examples of common financial scams, tips on how to keep your finances safe, and steps to take if you are the victim of a financial crime.
- 2) “The Untold Story Behind Mahjong” was another popular program with 44 attendees. One patron commented: “Yvonne had a fun approach to explaining the historical and cultural background of the tiles.”
- 3) We presented Beyond Ancestry Library Edition, a hands-on genealogy database training. Three databases were covered: Find My Past, Fold3 and Family Search. Patron feedback was favorable, and several attendees have come back to use our computers to continue researching.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Patron Services

- 1) We renewed voter registrar applications this month. Everything can be done online by patrons, but we offer assistance with the process for those who need extra help.

Human Resources & Learning

- 1) Number of open positions: 1, Youth Program and Outreach Associate (PT)
- 2) Number of vacant positions filled: 2, South Branch Patron Assistant (PT), Circulation Assistant (PT)
- 3) Number of separations: 1
- 4) Staff anniversaries: none
- 5) Our annual performance review cycle was finalized with reviews being completed and delivered to 124 employees related to their work performed in this calendar year.
- 6) Also, during the performance review cycle, in response to the results in our employee engagement survey, a question related to professional/career development was added to our annual feedback form during this year's performance review cycle. As a result, approximately 37% of our staff responded in the affirmative. We will be conversing with these 46 employees in the new year specifically about potential opportunities related to their individual development.
- 7) As part of our Open Enrollment for 2025 benefits, we added pet insurance to our array of offerings. This benefit is 100% employee funded. We had 6 employees take advantage of this benefit for the four-legged members of their family.



Building & Security

- 1) Tom Garvin's last day was November 15, and we worked to distribute interim managerial duties for both facilities and security. Work has begun evaluating the job description in anticipation of hiring his replacement in the beginning of 2025.

Technical Services

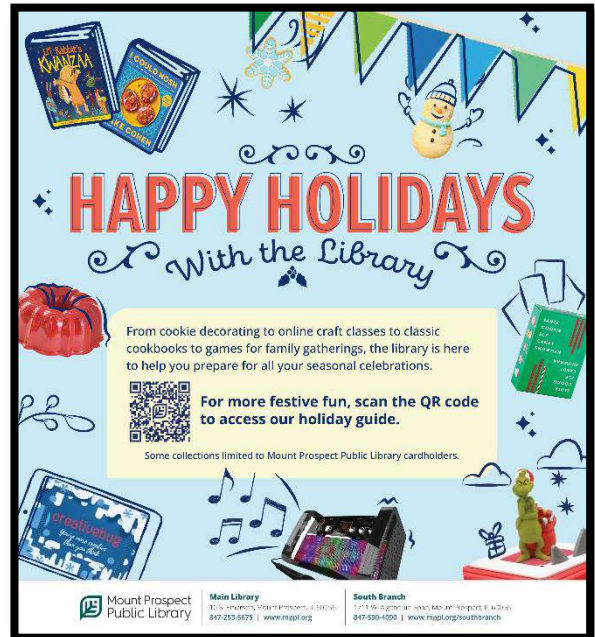
- 1) This month our focus has turned to addressing post-CCS migration items. The way we configure our multi-part items has proven to be one of the biggest pain points, causing problems for both us and other CCS libraries. Due to the number of multi-part items in the library's collection this will be an extensive project that we will work on through the first half of 2025.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) The Library of Things saw two category expansions in November with seasonal items added to both the Crafts and Kitchen categories. Items of note include a bow maker kit, a Culiau engraving pen, and a variety of holiday bundt pans.

Marketing

- 1) E-newsletters
 - a. General Interest November 1 and 15 emails featured Mount Prospect Stories and the return of The Shakespeare Project of Chicago. Stats (respectively): 44% and 49% open rate.
 - b. Parent-Caregiver had a special email for November, Author Visit with Jasmine Warga with a 60% open rate.
 - c. Business Finance & Career featured "True Crime: Financial Fraud" with a 64% open rate.
 - d. Elementary School Teacher featured the author Jasmine Warga visit with a 67% open rate.



- 2) We placed an ad in both the Daily Herald and the Mount Prospect Journal to invite folks to use the library to help prep for all their seasonal celebrations. We received a call from a patron thanking us for the ad and praising us for including choices from all cultures and religions.

Friends of the Mount Prospect Public Library

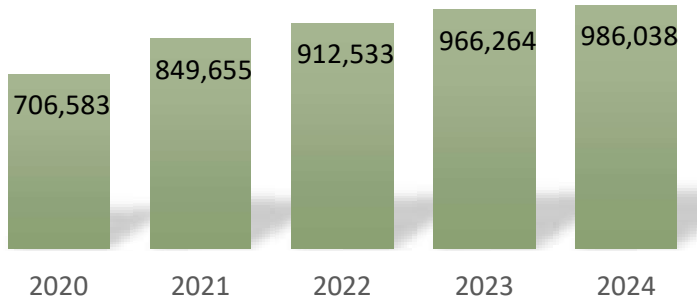
- 1) The November 16 Holiday sale was a great success, bringing in over \$4,800. Customers appreciated the earlier sale date and gift-wrapping option. Holiday items will be made available for sale to the public on the two book trolley sale shelves.

Mount Prospect Public Library Foundation

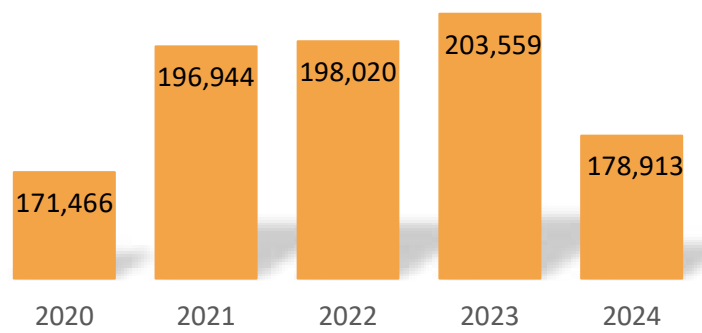
- 1) Donations are coming in from the end-of-year appeal letter; the campaign will continue until February 28.
- 2) The board received a few candidate leads for the Treasurer position from the newsletter article.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

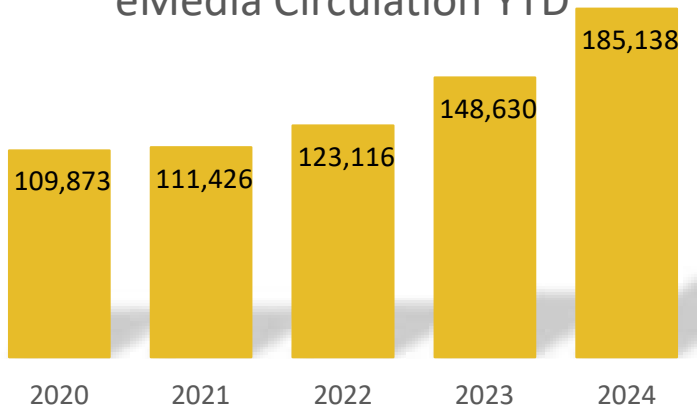
Overall Circulation YTD



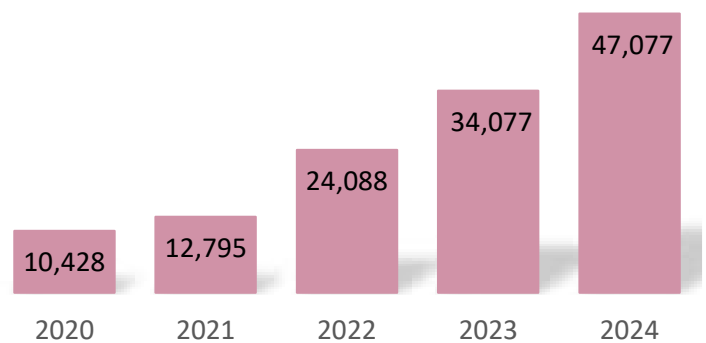
AV Circulation YTD



eMedia Circulation YTD

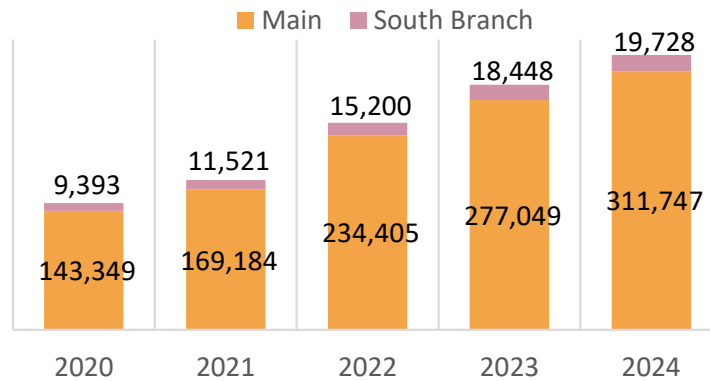


Other (LoT) Circulation YTD

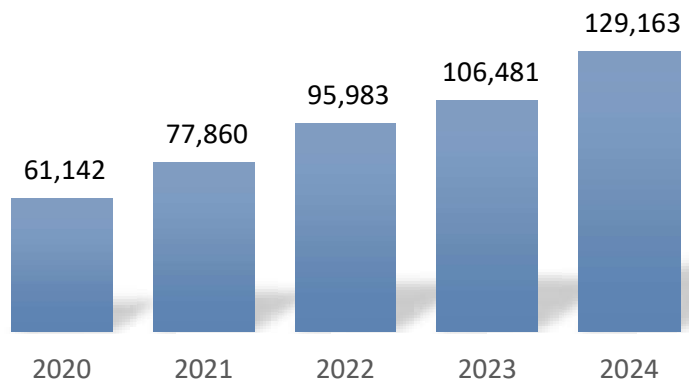


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

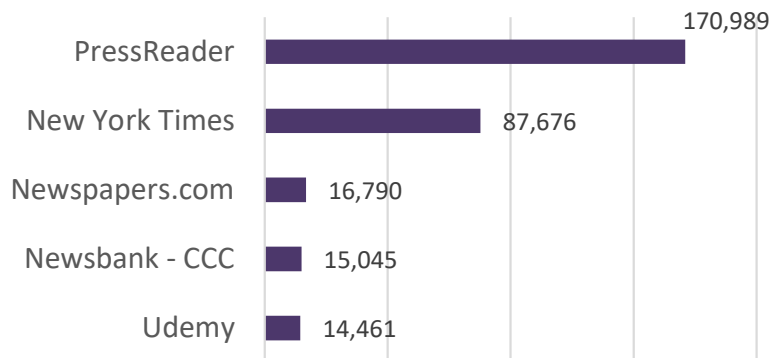
2024 Door Count - YTD



Questions Answered YTD

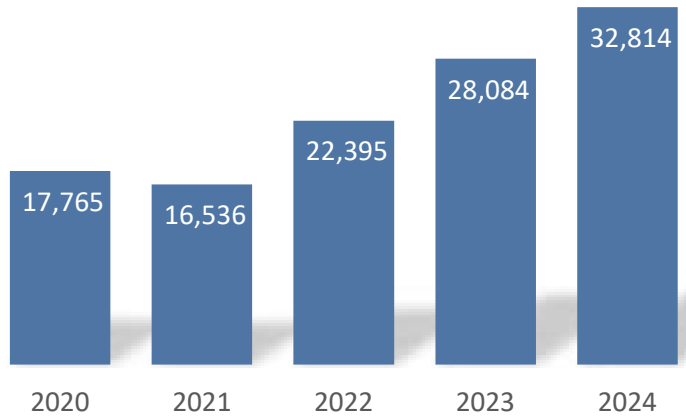


2024 YTD Top 5 Databases

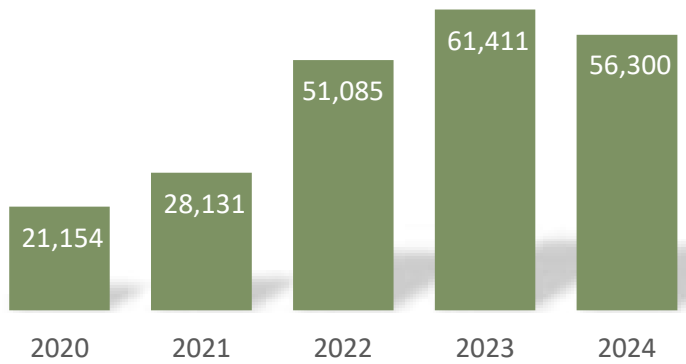


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

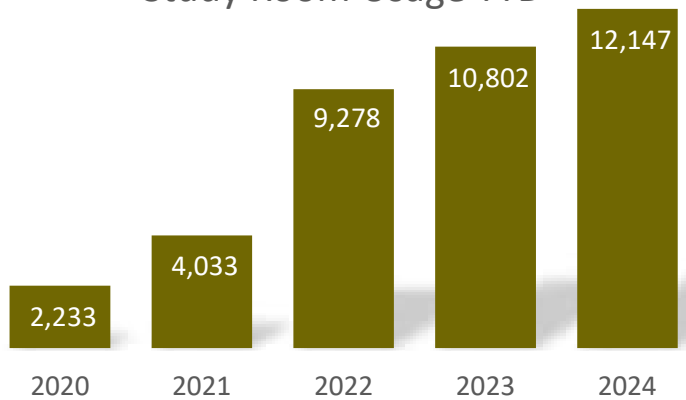
Public Computer Hours Usage YTD



Wireless Unique Users YTD

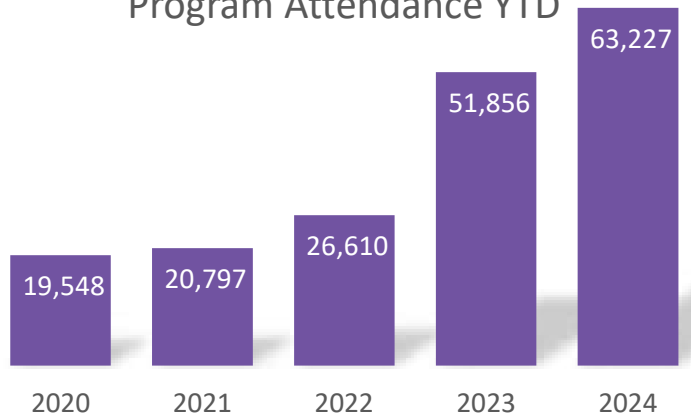


Study Room Usage YTD

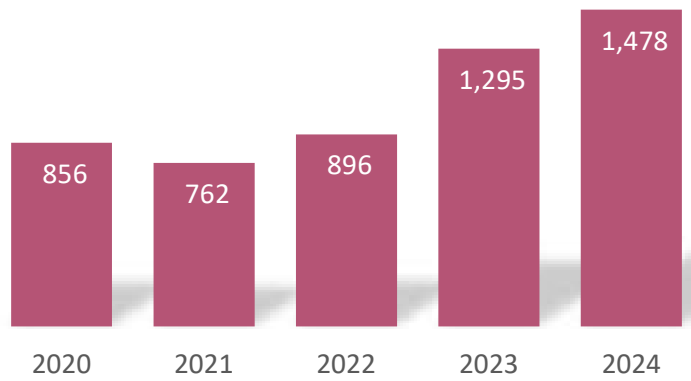


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

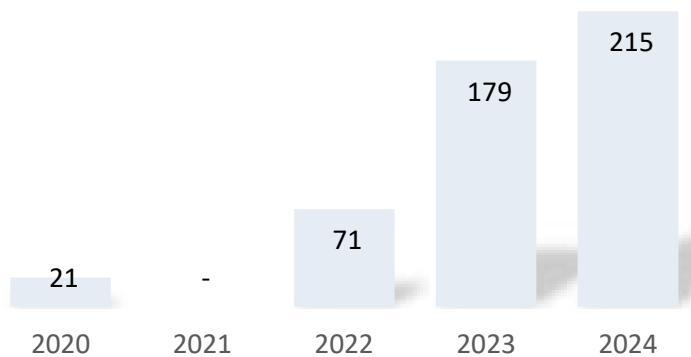
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD



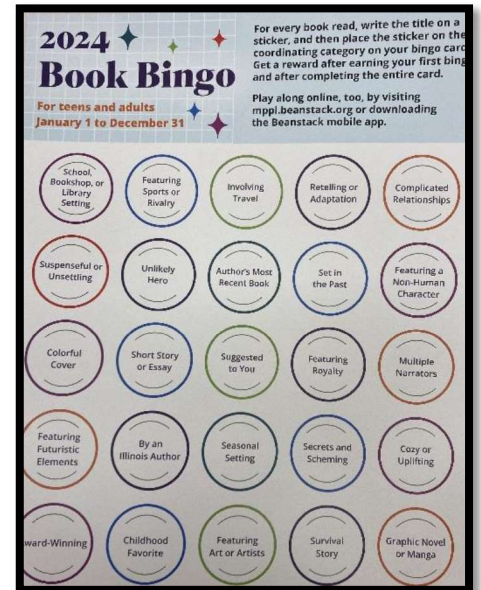
Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

December 2024

Fiction/AV/Teen

- 1) Movie Bingo joined Book Bingo in 2024 to make for a successful and engaging year-long challenge for patrons. Between the two programs there were 1,251 participants, with 6,681 prizes given out over the course of the year. Adult participation in Book Bingo rose 24% over 2023, while teen registration declined. First book bingo completions went up 10%, and full sheet completions increased 36%.
- 2) The "Incredible Giftables" programs for teens and adults were, as usual, quite popular: 32 adult patrons attended the latter.
- 3) From our volunteer who leads the Drop-in Crochet and Knit group:

- a. "We had a young woman come in who was in need of "craft" assistance. Her mother had just passed away from Alzheimer's and while cleaning out her mom's apartment she found an unfinished crocheted afghan that needed completion, and she doesn't know how to crochet. 'Can anybody help me?' One of our master crocheters who does a lot of charity work took on the project, and she will have the completed afghan by the January meeting."



South Branch & Community Engagement

- 1) We had a full house for our "Sugar Cookie Decorating" program where participants were provided with assorted frostings and sprinkles to decorate their cookies. Parents and children alike enjoyed this fun, creative and delicious activity.
- 2) A representative from the Illinois State Treasurer's Office was in the lobby to connect patrons to their unclaimed funds through the State's ICash program. It was a productive session, and he was able to locate \$8,000 for an individual patron and almost \$3,000 for several other patrons.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) We hosted our first ever “Cricut Design Space for Beginners” program at which participants learned basic principles of the Cricut machine, which is available from our Library of Things collection. After selecting an image, we demonstrated how to use the machine to cut the design which was then ironed on to a tote bag. The response was very positive, and many are looking forward to attending our Cricut Mug Press program in January which will build on skills learned at this session.



Youth Services

- 1) On December 7, we had the 44th annual Teddy Bear Walk. 400 people made snowman crafts, listened to a winter concert, and met Ted E. Bear and Monty the Duck. Then everyone headed outside and went to the Village Hall to greet Santa and Mrs. Claus! The Friends of the Library sponsored this wonderful event, and the Village of Mount Prospect let us use their facilities due to the weather.
- 2) This school year, we tried a new promotion for our Early Childhood Outreach visits. At the start of the new school year, we passed out flyers encouraging the kids we visited to come back to the library for a book prize. We finished the giveaway in December and passed out a total of 96 books.



Circulation

- 1) The CCS migration has been a very positive experience for both staff and patrons. Staff have adjusted to Polaris well and were happy to leave Horizon behind. Patrons have been thrilled to learn that their library access also just grew by 29 other libraries! Holds have been coming in faster, and it has been so nice to see the ways that CCS has increased access and availability of material for the Mount Prospect community.
- 2) We took advantage of the brief lull between Thanksgiving and Christmas break to complete a much-needed shift of the Graphic Novel section in Youth Services. The shift remedied the fact that the Graphic Novel collection was oriented backwards compared to every other Youth collection, and it also created some much-needed space within the collection.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) As 2024 came to a close, many Circulation staff reflected back on the crazy year we survived, and a common thread among staff was how well we worked as a team to get through not only a major renovation that resulted in a brand-new workspace, but also a major migration to a completely new system. The Circulation department looks completely different at the end of 2024 than it did in January, with an entirely new workspace and workflow. It is a testament to the team that we made it through such major changes with only minor hiccups along the way.
- 4) Our circulation was over 1,000,000 for the second year in a row! Overall circulation for the year was almost identical to the overall circulation number for 2023.



Research

- 1) In 2024, the library facilitated a total of 35 one-on-one, one-hour long career coaching sessions with Rosie Zilinkas, CEO and founder of No Woman Left Behind and professional career coach. The one-on-one format allows patrons to get career guidance tailored to their individual job search. In addition to resume review, Rosie offers advice on networking, interviewing, and finding jobs online. A popular topic this year was using AI tools to improve resumes and cover letters. A selection of feedback from career coach patrons:



- a. "Rosie is a great career coach! She was very helpful, insightful, and professional. I also appreciated her intro to ChatGPT for use in tweaking my resume and cover letters. Well done."
- b. "Glad I attended this session with Rosie. She was very knowledgeable and understanding of my needs and job search."
- c. "Rosie was amazing, she is definitely a great asset to the library. I was helped and believe she can help more people that want to be helped."
- d. "Great session! Incredibly valuable as a job seeker looking to step their game up to increase chances of employment."



- 2) The third week of December was finals week for Prospect High School and the study rooms were in very high demand. Although we have had higher

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numbers for study room reservations in other months, December saw the highest number of study room turnaways than any month since we began keeping this statistic.

- 3) "Mindful Chair Yoga" had the highest program attendance this month, with 26 registered and 26 attendees. In 2025 this program will be scheduled quarterly. Patron feedback was positive. One comment: "This was one of the best presentations the library has had. The soothing music, the instructor's voice. Was well worth coming."

Patron Services

- 1) We hosted eight music recitals during the weekends in December. This is unusual for the month and speaks to how much the music community loves our new piano and meeting space!
- 2) We greeted over 7,000 people as they came into the library in December. Patrons really love interacting with the Welcome Desk.
- 3) We reserved 237 public meeting rooms in 2024. This includes A, B, and C. This is 37 more than in 2023, and despite limited space due to remodeling and reorganizing of space.

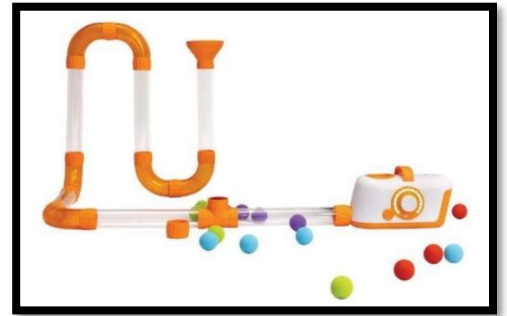
Human Resources & Learning

- 1) Number of open positions: 3. Facilities & Security Manager (FT), 2 Technical Services Assistants (PT)
- 2) Number of vacant positions filled: 1. Youth Program and Outreach Associate (PT)
- 3) Number of separations: 2
- 4) Staff anniversaries:
 - a. Anne Belden, Deputy Director, 5 years
 - b. Emily Cisneros, Circulation Coordinator, 5 years
 - c. Bridget Meyer, Patron Services Assistant, 5 years
 - d. Lily Valentin, Fiction/AV/Teen Assistant, 10 years
 - e. Julie Van Dyck, Circulation Coordinator, 10 years
 - f. Jerome Malauskas, Maintenance Technician, 30 years
- 5) Year-end statistics:
 - a. A total of 25 positions were filled in the calendar year
 - i. 8 were filled internally by current MPPL staff
 - ii. 17 were filled externally
 - b. Over the calendar year, 20 individuals departed from our team. The following are the most significant reasons for termination:
 - i. 40% for personal reasons
 - ii. 35% for retirement
 - iii. 15% for change in career
 - c. 2024 was a momentous year as seven team members elected to retire. This group represented a cumulative total of 225 years of service (ranging from 20 to 43 years).

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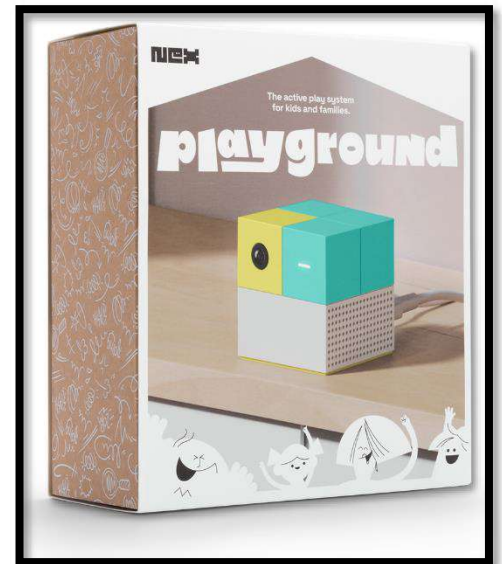
Building & Security

- 1) The remaining SMC punch list items from Project A were completed. The library is still able to contact SMC to discuss any warranty issues; however, all of the contracted work is now completed.
- 2) One of the building's four humidifiers is no longer functional and needs replacement. The library is working with its vendors to provide a formal recommendation for the replacement of the humidifier or an adjustment to the HVAC system.



Technical Services

- 1) The first phase of the multi-part cleanup project was completed this month, with each item in the Youth Readalong collection now converted to a single barcode. The next phase of the project will focus on the library's DVD collections.
- 2) In anticipation of the winter break, several category expansions were rolled out this month in the Library of Things Junior collection. Staff compressed the typical turnaround schedule to get all items cataloged and processed in time for them to be filmed for a social media spotlight. Items highlighted in the spot included Air Toobz, glow in the dark Magna-Tiles, and the Nex Playground system (one of the hot items for Christmas 2024).

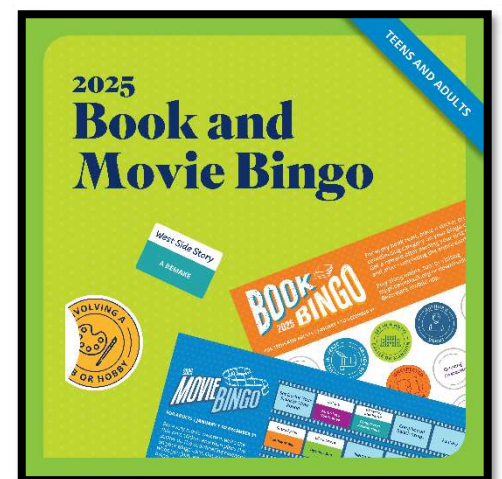


Information Technology

- 1) We installed a new security camera in the Youth area for better coverage.

Marketing

- 1) E-newsletters
 - a. General Interest December 6 and 20 emails featured our "Happy Holidays with the Library" messaging, and ILP's Little Women Musical. Stats (respectively): 50% and 48% open rate.
 - b. Parent-Caregiver had a special email for Teddy Bear Walk with a 70% open rate.
 - c. Business Finance & Career featured Resources for Charitable Giving with a 58% open rate.
 - d. Elementary School Teacher featured a year-end message from Megan Smith, Outreach Coordinator with a 67% open rate.



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- 2) We created the Book and Movie Bingo marketing for 2025 that includes a fun and engaging package with logs, stickers, branded prizes, and promotional materials.
- 3) We hired a Robohead consultant to help optimize/streamline forms and templates. Most of the work will be done between January and February, with plans to roll out the updates to staff in late February.
- 4) In the print newsletter we promoted our homebound delivery services, Little Pim (online language learning for children), build-your-own book discussions, and Fiction/AV/Teen staff favorites from 2024.

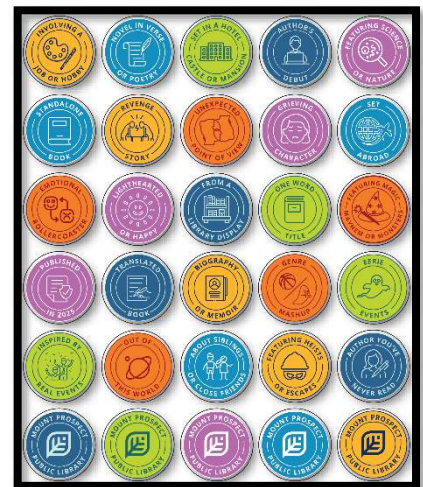


Friends of the Mount Prospect Public Library

- 1) The Winter sale in January will have additional library discards available for purchase and many small paperbacks in two rooms.
- 2) The board is looking for volunteers to help make popcorn at the February FanFest event.

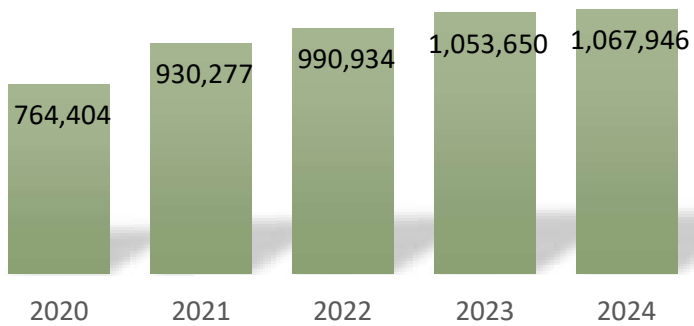
Mount Prospect Public Library Foundation

- 1) Mini Golf sponsor solicitation will begin after the new year.
- 2) There was no board meeting in December.

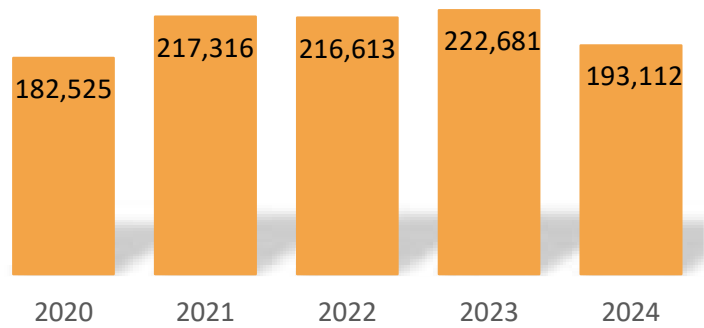


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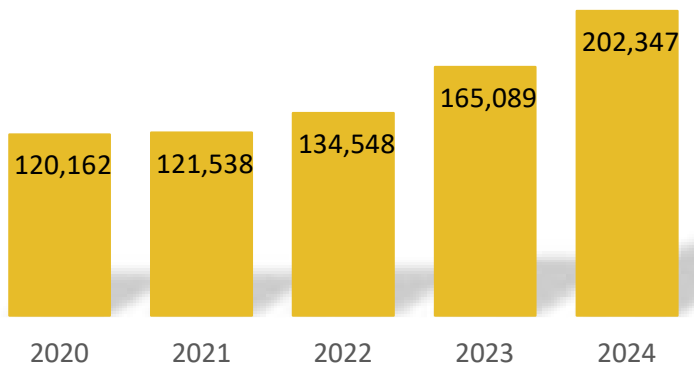
Overall Circulation YTD



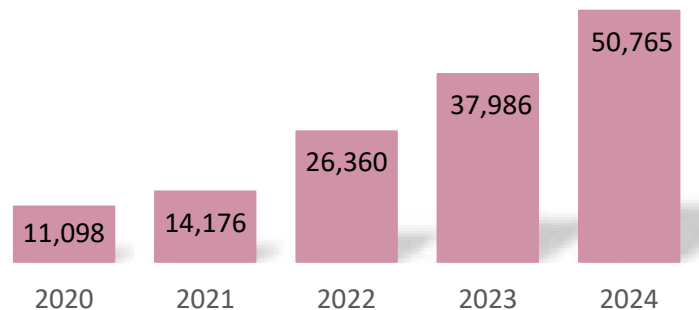
AV Circulation YTD



eMedia Circulation YTD

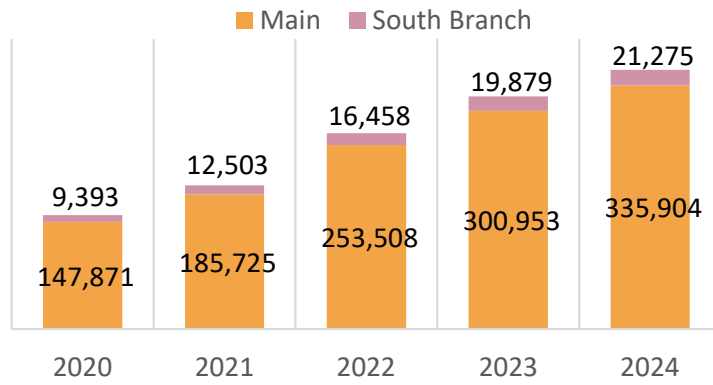


Other (LoT) Circulation YTD

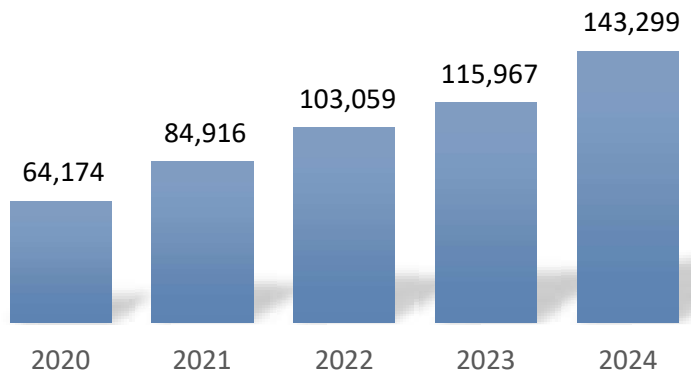


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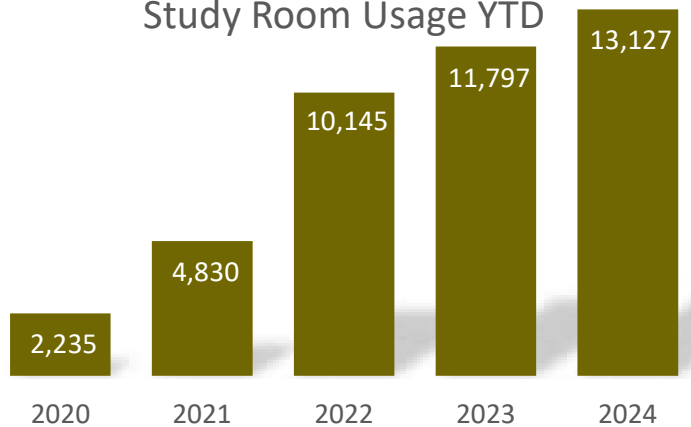
2024 Door Count - YTD



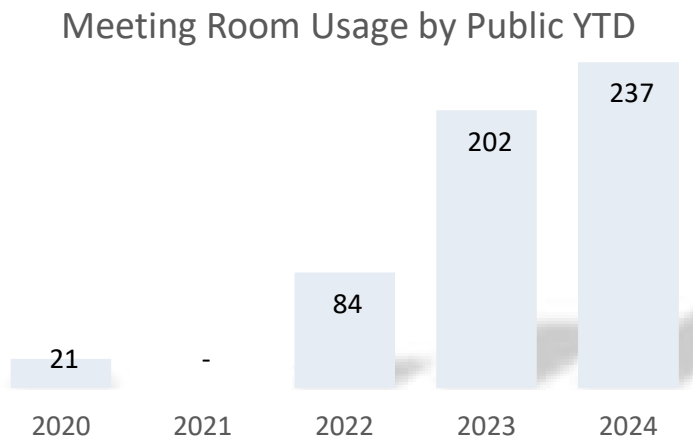
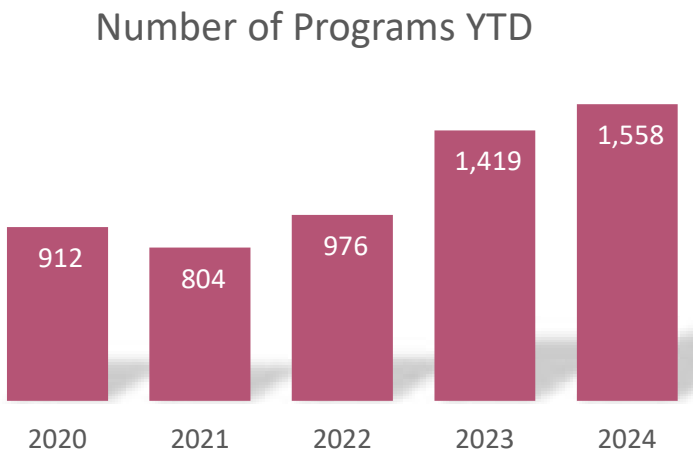
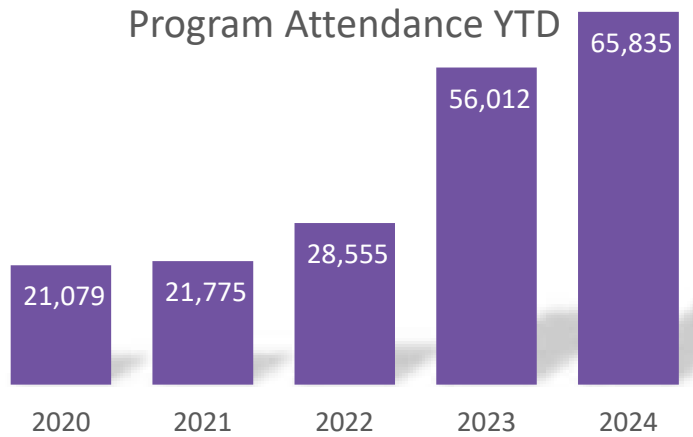
Questions Answered YTD



Study Room Usage YTD

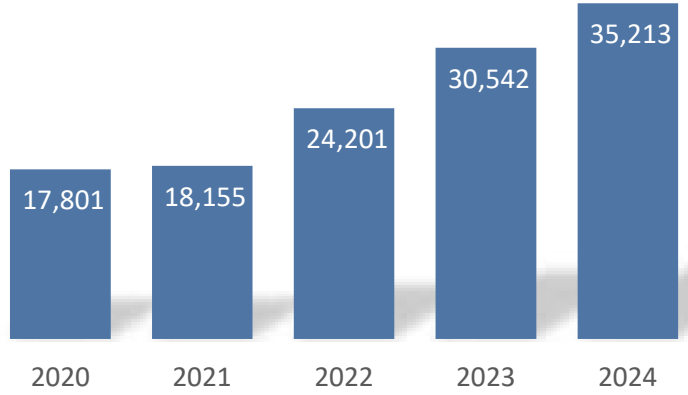


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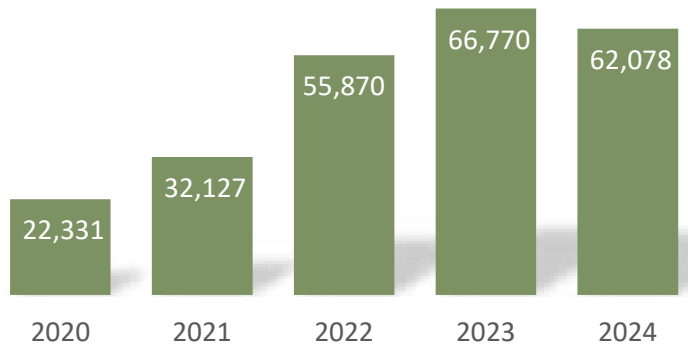


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Public Computer Hours Usage YTD



Wireless Unique Users YTD



Strategic Plan Progress Report

Strategic Plan Recap

In 2024 we paused monthly strategic plan reporting due to the renovation and CCS migration projects. Also, in November 2024 we extended the current strategic plan end date to run through 2027.

We have now resumed progress toward our goals, and included in the board packet is an updated status document showing where we currently are with the full plan.

Strategic Plan Activities for 2025

Below are the activities that are targeted to be completed by the end of 2025.

1. Complete design for 2nd floor renovation and go out to bid in anticipation of completing construction in 2026
2. Evaluate makerspace opportunities in conjunction with 2nd floor renovation planning
3. Establish timeline for South Branch relocation/renovation (dependent on VOMP)
4. Evaluate providing passports and/or license plate stickers
5. Conduct public technology audit
6. Complete and implement Marketing Plan
 - a. Create library card campaigns; develop evergreen marketing materials (tentative based on outcome of the Marketing Plan)

MPPL Strategic Plan Status: January 2025

