

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

Regular Board Meeting  
June 19, 2025, 6:00 p.m.

Meeting Room B

**AGENDA\***

1. **Call to Order**
2. **Swearing in Newly Appointed Trustee Andrea Shaeffer**, Karen Agoranos, Village Clerk
3. **Roll Call**
4. **Public Comment.** Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
5. **President's Report**
6. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of May 15, 2025 **(5-7)**
  - b. Minutes of Civic Connections of May 29, 2025 **(8)**
  - c. Minutes of Special Board Meeting of June 5, 2025 **(9-10)**
  - d. May 2025 Bills and Financial Reports **(11-27)**
7. **Public Technology Audit Results**, Jaime Lopez, IT Manager **(28-30)**
8. **Committee Appointments 2025-2026**
  - a. Standing Committees: Finance, Personnel
9. **LED Retrofit ComEd Grant Opportunity**
10. **Review/Approve Social Media and Public Technology Use Policies (31-36)**
11. **Executive Director Report (3-4)**
  - a. May 2025 Library Activity Report **(37-46)**
  - b. Strategic Plan Update **(47-48)**
12. **Trustee Reports and Comments**
13. **Upcoming Meetings and Events Calendar**
  - a. June 23 – Foundation Board Meeting – Brian Gilligan
  - b. July – Meet the Board – Kristine O'Sullivan
  - c. July 3, 6:00 p.m. – Committee of the Whole Meeting – recommend cancel
  - d. July 4 – Fourth of July Parade

*\*All topics on the agenda are potential action items*

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- e. July 17, 6:00 p.m. – Regular Board Meeting
  - i. Audit Presentation; Second Quarter Financial Review; Architect/CM Presentation for Project B
- f. July 19-20 – Friends Book Sale
- g. No Foundation Board Meeting held in July

**14. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report**  
**June 19, 2025**

1. **Swearing in of Newly Appointed Trustee.** This is agenda item number 2. Village Clerk Karen Agoranos will swear in newly appointed trustee Andrea Shaeffer.
2. **Consent Agenda.** This is agenda item number 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.
3. **Public Technology Audit Results.** This is agenda item number 7. Jaime Lopez, IT Manager, will present the results of the Public Technology Audit. This audit was identified as part of the strategic plan, with the goal being to ensure that our public technology meets the needs of the community and identify any opportunities for improvement.
4. **Committee Appointments 2025-2026.** This is agenda item number 8. President O’Sullivan plans to keep the appointments the same as last year; where all trustees serve on the library’s two standing committees: Finance and Personnel.
5. **LED Retrofit ComEd Grant Opportunity.** This is agenda item number 9. We have been investigating ComEd energy grants to help offset the cost of the LED retrofit in Project B. We have learned that there is the possibility of retrofitting all eligible fixtures in the library, not just the second floor. Director Reynders will give a short presentation of the options we are exploring, the potential cost savings for the project, the impact to Project B, and an anticipated timeline.
6. **Review/Approve Social Media and Public Technology Use Policies.** This is agenda item number 10. This month we will review the Social Media Policy and the Public Technology Use Policy. Please see the memo in the packet that summarizes the changes.
7. **Civic Connections Report.** The Civic Connections municipal networking event was a success, drawing over 30 participants from 11 different agencies. Attendees engaged in a variety of informal activities designed to spark collaboration, share resources, and strengthen interagency relationships. Feedback was positive and there is interest in future events with a few modifications to time of year and a more structured agenda.
8. **2026 Budget Timeline.** Staff are currently planning for the 2026 budget, and below is the timeline for approval and submission to the Village:
  - a. September 4 - MPPL Finance Committee meeting to review first draft of the budget and levy.
  - b. September 18 – MPPL Board approve budget and levy.
  - c. September 19 – Staff send approved levy to the Village.
  - d. Village files levy requests with Cook County by the December deadline.
9. **Opioid Antagonist Legislation.** In the 2025 spring legislative session of the Illinois General Assembly, House Bill 1910 was approved unanimously by both chambers. If signed by the

Mount Prospect Public Library  
Board of Trustees

Governor, this bill would amend the Local Library Act to require all libraries open to the public maintain a supply of approved “opioid antagonists” such as Naloxone (Narcan), for use in assisting individuals experiencing an opioid overdose.

In addition, the bill requires libraries to take all reasonable steps to make sure that during open hours there is at least one person present in the library trained to recognize and respond to an opioid overdose and administer the opioid antagonist. The bill provides limited immunity for libraries and their personnel related to the administration of an opioid antagonist.

**10. Upcoming Dates to Remember**

- a. Saturday, August 16, 2025, Volunteer Appreciation Luncheon
- b. Thursday, August 21, 2025, Regular Board meeting at South Branch

**Regular Board Meeting**  
**May 15, 2025**  
**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 6:02 p.m. by Marie Bass, President.

2. Swearing in of Newly Elected Trustees by Village Clerk Karen Agoranos

Mount Prospect Village Clerk Karen Agoranos swore in Sylvia Fulk and Brian Gilligan.

3. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan

Absent: None

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

Visitors: Village Clerk Karen Agoranos

4. Officer Elections 2025-2026

President Bass presented a recommendation for the 2025-2026 slate of officers.

President: Kristine O'Sullivan, Vice President: Mary Anne Benden, Treasurer: Brian Gilligan, Secretary: Sylvia Haas.

Motion was made by Trustee Fulk and seconded by Trustee Bass to approve the 2025-2026 slate of officers as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Voice vote carried.

5. Public Comment

There was no public comment.

6. President's Report

President O'Sullivan reported that interviews for the open trustee seat have been scheduled for the June 5 Special Board Meeting at 6:00 p.m.

7. Partners in Support: Friends and Foundation Roles Explained

Communications Specialist Joanne Greenwald gave a presentation on the roles of Friends of the Mount Prospect Public Library and Mount Prospect Public Library Foundation organizations. She highlighted that both organizations provide funding to the library that supports the library's mission.

8. Consent Agenda

- a. Minutes of Regular Board Meeting of April 17, 2025
- b. April 2025 Bills and Financial Reports

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

9. Review/Approve Collection Development Policy

Trustees reviewed the Collection Development Policy and suggested some administrative changes including consistently using the word "the" in place of "our."

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

10. Executive Director Report

Executive Director Reynders reported that she has been invited to serve on the Village Steering Committee for *Mount Prospect 2040: Planning Our Future*.

She also presented updates on Project B second-floor renovation timeline, explaining the goals of the design plan and detailing the funding process.

11. Trustee Reports and Comments

Trustee Fulk reported that she held a successful Meet the Board event on Wednesday, April 23 from 6:30-8 p.m.

12. Upcoming Meetings and Events Calendar

- a. May 20 – Foundation Board Meeting – Mary Anne Benden
- b. May 21 – Meet the Board – Sylvia Haas
- c. May 29, 5:00 p.m. – Civic Connections Municipal Networking Event
- d. June 5, 6:00 p.m. – Special Board Meeting
  - i. Trustee Candidate Interviews
- e. June 19, 6:00 p.m. – Regular Board Meeting
  - i. Committee Appointments 2025-2026
- f. June 23 – Foundation Board Meeting – Brian Gilligan

13. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Bass to adjourn the Regular Board meeting at 6:55 p.m. Voice vote carried.

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Kristine O'Sullivan, President

DRAFT

**Civic Connections  
May 29, 2025  
Minutes**

1. Event Start  
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. Invitees began arriving at 4:45 p.m.
2. Attendees: Officials and staff from Mount Prospect Public Library, Mount Prospect Park District, Prospect Heights Park District, River Trails Park District, School Districts 21, 214, 23, 26, 57, Village of Mount Prospect, Wheeling Township
3. Public Comment  
There was no public comment.
4. Civic Connections Networking Event  
Elected officials and staff participated in a networking event, where they engaged in professional dialogue, introduced themselves, and established connections.
5. Adjournment  
Event concluded at 6:30 p.m.

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Kristine O'Sullivan, President



**Special Board Meeting  
June 5, 2025  
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 Kristine O'Sullivan, President.

2. Roll Call

Present: Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan

Absent: Marie Bass

Staff Present: Su Reynders

Visitors: None

3. Public Comment

There was no public comment.

4. Adjourn to Closed Session

As pursuant to 5 ILCS 120/2 (c) (3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn to closed session at 6:03 p.m. Voice vote carried.

5. Reconvene Open Session

President O'Sullivan reconvened the meeting in open session at 7:27 p.m.

Motion was made by Trustee Benden and seconded by Trustee Fulk to approve the appointment of Andrea Shaeffer to the Board of Library Trustees to fill the trustee vacancy and will serve the remainder of the term until the next election on April 6, 2027. Roll Call Vote: Benden, Fulk, Gilligan, Haas, O'Sullivan. NAYS: None. ABSENT: Bass. ABSTAIN: None. Motion carried.

Andrea Shaeffer will be sworn in at the June 19, 2025 Regular Board meeting.

6. Adjournment

Special Board meeting was adjourned at 7:29 p.m.

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Kristine O'Sullivan, President

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# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of May 31, 2025

Library General Fund	8,141,463.93
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,768,435.22
Debt Service Fund	0.00
Gift Fund	568,252.13

<b>Total All Funds</b>	<b>\$ 16,594,197.54</b>
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#### Disbursements May 2025

<b>\$ 734,059.36</b>
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#### Financial Summary

##### Fund Balances

Library General Fund	\$	8,141,463.93
Annual Operating Budget 2025	\$	11,413,210.00
General Fund - Months in Reserve		8.6
General Fund - Percent in Reserve		71.3%

##### YTD Spending Summary

- \* We're on target with spending, and our YTD percentage expended is 40.3%
- \* Last year at this time, we had expended 39.7%

##### Levy Collection

- \* To date, 51.57% of the total Tax revenue has been collected

# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 05/31/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$4,390.66	\$0.00	\$0.00	\$0.00	\$0.00	\$4,390.66
Interest Income	\$21,669.59	\$0.00	\$21,905.50	\$0.00	\$0.00	\$43,575.09
Miscellaneous Fees	\$1,988.62	\$0.00	\$0.00	\$0.00	\$0.00	\$1,988.62
Friends Reimbursement	\$1,396.67	\$0.00	\$0.00	\$0.00	\$0.00	\$1,396.67
Foundation Reimbursement	\$2,884.73	\$0.00	\$0.00	\$0.00	\$0.00	\$2,884.73
Miscellaneous Income	\$2,812.04	\$0.00	\$0.00	\$0.00	\$0.00	\$2,812.04
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$673.79	\$673.79
<b>Total Revenues</b>	<b>\$35,142.31</b>	<b>\$0.00</b>	<b>\$21,905.50</b>	<b>\$0.00</b>	<b>\$673.79</b>	<b>\$57,721.60</b>
<b>Expenses</b>						
Salaries & Benefits	\$636,056.08	\$0.00	\$0.00	\$0.00	\$0.00	\$636,056.08
Management Expense	\$46,056.89	\$0.00	\$0.00	\$0.00	\$0.00	\$46,056.89
Operating Expense	\$12,736.75	\$0.00	\$0.00	\$0.00	\$227.32	\$12,964.07
Building Expense	\$43,940.72	\$0.00	\$0.00	\$0.00	\$0.00	\$43,940.72
Library Materials	\$98,146.08	\$0.00	\$0.00	\$0.00	\$0.00	\$98,146.08
Reimbursable Expense	\$7,874.25	\$0.00	\$0.00	\$0.00	\$0.00	\$7,874.25
<b>Total Expenses</b>	<b>\$844,810.77</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$227.32</b>	<b>\$845,038.09</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$8,951,132.39</b>	<b>\$2,116,046.26</b>	<b>\$5,746,529.72</b>	<b>\$0.00</b>	<b>\$567,805.66</b>	<b>\$17,381,514.03</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$809,668.46)</b>	<b>\$0.00</b>	<b>\$21,905.50</b>	<b>\$0.00</b>	<b>\$446.47</b>	<b>(\$787,316.49)</b>
<b>ENDING FUND BALANCE</b>	<b>\$8,141,463.93</b>	<b>\$2,116,046.26</b>	<b>\$5,768,435.22</b>	<b>\$0.00</b>	<b>\$568,252.13</b>	<b>\$16,594,197.54</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 05/31/2025

	<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>
<b>Library Fund</b>						
Property Taxes	\$4,390.66	\$5,749,913.98	\$11,150,060.00	\$5,400,146.02	51.57%	48.43%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$21,669.59	\$97,472.10	\$100,000.00	\$2,527.90	97.47%	2.53%
Fees	\$1,973.62	\$8,844.33	\$18,250.00	\$9,405.67	48.46%	51.54%
For Sale Items	\$15.00	\$180.25	\$400.00	\$219.75	45.06%	54.94%
Miscellaneous Income	\$2,812.04	\$7,337.43	\$0.00	(\$7,337.43)	0.00%	0.00%
Friends Reimbursement	\$1,396.67	\$10,169.64	\$44,400.00	\$34,230.36	22.90%	77.10%
Foundation Reimbursement	\$2,884.73	\$6,405.52	\$11,200.00	\$4,794.48	57.19%	42.81%
Village Reimbursement	\$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 In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	<u>\$35,142.31</u>	<u>\$5,880,323.25</u>	<u>\$11,408,210.00</u>	<u>\$5,527,886.75</u>	<u>51.54%</u>	<u>48.46%</u>
<b><u>Working Cash Fund</u></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	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>	<u>0.00%</u>
<b><u>Capital Projects Fund</u></b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$21,905.50	\$121,447.23	\$0.00	(\$121,447.23)	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	<u>\$21,905.50</u>	<u>\$121,447.23</u>	<u>\$0.00</u>	<u>(\$121,447.23)</u>	<u>0.00%</u>	<u>0.00%</u>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 05/31/2025

<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	\$43.48	\$5,000.00	\$4,956.52	0.87%	99.13%
Donations	\$673.79	\$721.85	\$0.00	(\$721.85)	0.00%	0.00%
Total Gift Fund	\$673.79	\$765.33	\$5,000.00	\$4,234.67	15.31%	84.69%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 05/31/2025

<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	\$500,689.59	\$2,408,758.93	\$6,065,713.00	\$3,656,954.07	39.71%	60.29%
IMRF	\$30,072.75	\$145,507.02	\$365,463.00	\$219,955.98	39.81%	60.19%
MC/FICA	\$35,763.86	\$173,217.77	\$461,583.00	\$288,365.23	37.53%	62.47%
Medical Insurance	\$66,382.64	\$334,154.00	\$795,000.00	\$460,846.00	42.03%	57.97%
Life Insurance	\$152.35	\$755.45	\$3,000.00	\$2,244.55	25.18%	74.82%
Unemployment Compensation Tax	\$2,994.89	\$3,232.54	\$7,000.00	\$3,767.46	46.18%	53.82%
Total Salaries & Benefits	\$636,056.08	\$3,065,625.71	\$7,697,759.00	\$4,632,133.29	39.82%	60.18%
Management Expenses						
Audit	\$0.00	\$0.00	\$6,600.00	\$6,600.00	0.00%	100.00%
Legal Fees	\$0.00	\$1,080.00	\$10,000.00	\$8,920.00	10.80%	89.20%
Printing	\$2,010.88	\$44,468.44	\$100,000.00	\$55,531.56	44.47%	55.53%
Marketing	\$25,484.26	\$42,161.43	\$100,800.00	\$58,638.57	41.83%	58.17%
Professional Dues	\$3,111.00	\$6,013.00	\$14,500.00	\$8,487.00	41.47%	58.53%
Board Development	\$1,193.03	\$2,741.53	\$3,100.00	\$358.47	88.44%	11.56%
Human Resources	\$14,078.28	\$57,183.55	\$174,400.00	\$117,216.45	32.79%	67.21%
Other Operating	\$179.44	\$5,751.17	\$42,655.00	\$36,903.83	13.48%	86.52%
Total Management Expenses	\$46,056.89	\$159,399.12	\$452,055.00	\$292,655.88	35.26%	64.74%
Operating Expenses						
Telecommunications	\$1,305.00	\$13,187.29	\$34,900.00	\$21,712.71	37.79%	62.21%
Insurance	(\$1,673.00)	\$100,622.90	\$105,000.00	\$4,377.10	95.83%	4.17%
Office Supplies	\$2,335.76	\$10,101.32	\$30,050.00	\$19,948.68	33.62%	66.39%
Library Supplies	\$867.77	\$7,594.47	\$25,500.00	\$17,905.53	29.78%	70.22%
Postage	\$419.32	\$10,691.91	\$34,000.00	\$23,308.09	31.45%	68.55%
Contract Services	\$19.99	\$50,307.69	\$118,600.00	\$68,292.31	42.42%	57.58%
Software	\$9,461.91	\$66,214.08	\$141,375.00	\$75,160.92	46.84%	53.16%
Total Operating Expenses	\$12,736.75	\$258,719.66	\$489,425.00	\$230,705.34	52.86%	47.14%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 05/31/2025

	<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>
Building Expenses						
Building Maintenance	\$14,094.55	\$80,931.95	\$156,710.00	\$75,778.05	51.64%	48.36%
Hardware & System Maintenance	\$13,925.12	\$98,351.77	\$148,525.00	\$50,173.23	66.22%	33.78%
Janitorial	\$5,387.26	\$32,479.76	\$79,300.00	\$46,820.24	40.96%	59.04%
Equipment	\$7,693.54	\$61,591.04	\$192,220.00	\$130,628.96	32.04%	67.96%
Utilities	\$2,840.25	\$24,381.82	\$47,951.00	\$23,569.18	50.85%	49.15%
Total Building Expenses	<u>\$43,940.72</u>	<u>\$297,736.34</u>	<u>\$624,706.00</u>	<u>\$326,969.66</u>	<u>47.66%</u>	<u>52.34%</u>
Services and Resources						
Adult Print	\$11,231.51	\$77,532.51	\$256,800.00	\$179,267.49	30.19%	69.81%
Adult AV	\$2,295.64	\$11,057.32	\$33,400.00	\$22,342.68	33.11%	66.89%
Youth Print	\$5,775.26	\$44,180.73	\$177,800.00	\$133,619.27	24.85%	75.15%
Youth AV	\$1,082.26	\$7,648.64	\$24,000.00	\$16,351.36	31.87%	68.13%
Magazines	\$1,825.00	\$12,493.70	\$18,600.00	\$6,106.30	67.17%	32.83%
Electronic Resources	\$11,127.54	\$62,475.53	\$190,000.00	\$127,524.47	32.88%	67.12%
Digital Media	\$30,620.58	\$146,493.00	\$338,065.00	\$191,572.00	43.33%	56.67%
E-Learning	\$15,191.30	\$42,792.19	\$50,000.00	\$7,207.81	85.58%	14.42%
Library of Things	\$4,790.67	\$24,016.43	\$75,000.00	\$50,983.57	32.02%	67.98%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$3,692.83	\$16,635.89	\$28,000.00	\$11,364.11	59.41%	40.59%
Programs	\$10,513.49	\$29,391.29	\$101,300.00	\$71,908.71	29.01%	70.99%
Total Services and Resources	<u>\$98,146.08</u>	<u>\$475,385.43</u>	<u>\$1,293,665.00</u>	<u>\$818,279.57</u>	<u>36.75%</u>	<u>63.25%</u>
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Total Transfers	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$800,000.00</u>	<u>\$800,000.00</u>	<u>0.00%</u>	<u>100.00%</u>
Sponsored Expenses						
Foundation Expenses	\$0.00	\$5,778.32	\$11,200.00	\$5,421.68	51.59%	48.41%
Friends Expenses	\$7,874.25	\$18,140.72	\$44,400.00	\$26,259.28	40.86%	59.14%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Sponsored Expenses	<u>\$7,874.25</u>	<u>\$23,919.04</u>	<u>\$55,600.00</u>	<u>\$31,680.96</u>	<u>43.02%</u>	<u>56.98%</u>



# Mount Prospect Public Library

## Expense Report

For the Period Ended 05/31/2025

		<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		\$844,810.77	\$4,280,785.30	\$11,413,210.00	\$7,132,424.70	37.51%	62.49%
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><u>Capital Project Fund</u></b>							
400-6130-99	Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99	Building Maintenance - Service	\$0.00	\$0.00	\$0.00	\$0.00	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	\$35,000.00	\$250,000.00	\$215,000.00	14.00%	86.00%
400-7810-99	Transfer to Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Project Fund		\$0.00	\$35,000.00	\$250,000.00	\$215,000.00	14.00%	86.00%
<b><u>Gift Fund</u></b>							
300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$227.32	\$5,906.31	\$50,000.00	\$44,093.69	11.81%	88.19%
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%
		\$227.32	\$5,906.31	\$50,000.00	\$44,093.69	11.81%	88.19%

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/01/2025	COSTCO	\$55.84
05/01/2025	FOR THE BIRDS	\$123.28
05/01/2025	ZOOM	\$208.00
05/01/2025	AMAZON	\$22.98
05/02/2025	AMAZON	\$2271.82
05/02/2025	AMERICAN LIBRARY AS	\$215.00
05/02/2025	ANDERSON LOCK CO. LT	\$66.60
05/02/2025	AVI SYSTEMS, INC.	\$1400.00
05/02/2025	BAKER & TAYLOR, INC.	\$5888.56
05/02/2025	CAREY ELECTRIC CONTR	\$290.00
05/02/2025	CINTAS #22	\$338.82
05/02/2025	GAMBINO LANDSCAPING	\$345.00
05/02/2025	GENSERVE LLC	\$10975.81
05/02/2025	ILLINOIS HEARTLAND L	\$841.51
05/02/2025	ILLINOIS LIBRARY AS	\$425.00
05/02/2025	INGRAM	\$3228.39
05/02/2025	LESLIE GODDARD	\$400.00
05/02/2025	MT PROSPECT ACE HARD	\$34.25
05/02/2025	OTIS ELEVATOR COMPAN	\$8049.00
05/02/2025	OVERDRIVE, INC.	\$951.83
05/02/2025	SCHOLASTIC LIBRARY P	\$72.80
05/02/2025	TRU GREEN	\$256.59
05/02/2025	W. W. GRAINGER, INC.	\$535.25
05/02/2025	WAREHOUSE DIRECT	\$1446.02
05/02/2025	AMAZON	\$13.98
05/02/2025	YOTO USA	\$572.83
05/02/2025	PROXMOX	\$3626.79
05/02/2025	BUONA	\$137.71
05/02/2025	STATION 34	\$81.21
05/02/2025	AMAZON	\$82.65
05/02/2025	AARP	\$20.00
05/02/2025	AMAZON	\$8.99
05/02/2025	AMAZON	\$8.99
05/02/2025	AMAZON	\$2.99
05/02/2025	DISNEY	\$29.99
05/02/2025	NETFLIX	\$17.99
05/02/2025	AMAZON	\$99.98
05/02/2025	AMAZON	\$9.85

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/02/2025	COMIX REVOLUTION	\$40.00
05/04/2025	AMAZON	\$117.98
05/04/2025	USPS	\$22.31
05/04/2025	STARBUCKS	\$100.00
05/04/2025	CC-GROUND TRANSPORTA	\$15.00
05/04/2025	AMAZON	\$8.99
05/04/2025	AMAZON	\$8.99
05/04/2025	AMAZON	\$8.99
05/04/2025	AMAZON	\$8.99
05/04/2025	AMAZON	\$8.99
05/04/2025	AMAZON	\$8.99
05/04/2025	NETFLIX	\$17.99
05/04/2025	NETFLIX	\$17.99
05/04/2025	NETFLIX	\$17.99
05/04/2025	NETFLIX	\$17.99
05/04/2025	AMAZON	\$121.80
05/04/2025	KHEPRI KITCHEN+ COFF	\$130.17
05/05/2025	MICROSOFT	\$44.00
05/05/2025	MICROSOFT	\$1.54
05/05/2025	MICROSOFT	\$4057.03
05/05/2025	AMAZON	\$8.99
05/05/2025	AMAZON	\$8.99
05/05/2025	AMAZON	\$8.99
05/06/2025	CONSTELLATION NEW EN	\$2476.45
05/06/2025	USPS	\$9.83
05/06/2025	FLYING PIG TOYS	\$67.97
05/06/2025	PERSNICKETY'S	\$43.12
05/06/2025	AMAZON	\$8.99
05/06/2025	STICKERGIANT.COM INC	\$250.00
05/06/2025	VISTAPRINT	\$118.19
05/06/2025	SCHOLASTIC LIBRARY P	\$2852.45
05/07/2025	AT&T	\$112.02
05/07/2025	AMAZON	\$1319.70
05/07/2025	WALL STREET JOURNAL	\$64.99
05/07/2025	NETFLIX	\$17.99
05/07/2025	NETFLIX	\$17.99
05/07/2025	NETFLIX	\$17.99
05/07/2025	STICKERGIANT.COM INC	\$640.00

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/07/2025	STICKERGIANT.COM INC	\$645.00
05/07/2025	AMAZON	\$19.99
05/07/2025	LIBRARY JOURNAL CC	\$169.00
05/07/2025	LIBRARY JOURNAL CC	\$159.00
05/08/2025	AT&T	\$749.79
05/08/2025	AMAZON	\$31.99
05/08/2025	AMAZON	\$1345.12
05/08/2025	KANI TECHNOLOGIES IN	\$621.60
05/08/2025	USPS	\$19.39
05/09/2025	Payroll 2025-0509	\$152610.38
05/09/2025	Payroll 2025-0509	\$56606.17
05/09/2025	AMAZON	\$5983.56
05/09/2025	AMERICAN LANDSCAPING	\$1860.00
05/09/2025	AMERICAN LIBRARY AS	\$430.00
05/09/2025	AMERICAN NATIONAL SK	\$950.00
05/09/2025	BAKER & TAYLOR, INC.	\$2970.05
05/09/2025	DEMCO	\$1850.40
05/09/2025	FRIENDS OF THE MPPL	\$77.25
05/09/2025	HR SOURCE	\$2100.00
05/09/2025	ILLINOIS DEPARTMENT	\$1067.60
05/09/2025	INGRAM	\$3458.26
05/09/2025	JELLY CAFE	\$309.75
05/09/2025	JOURNAL & TOPICS NEW	\$1200.00
05/09/2025	NORTHWEST ELECTRICAL	\$62.51
05/09/2025	OVERDRIVE, INC.	\$16349.09
05/09/2025	PLAYAWAY PRODUCTS LL	\$76.94
05/09/2025	SALEM PRESS, INC.	\$234.00
05/09/2025	WAREHOUSE DIRECT	\$340.55
05/09/2025	EMPLOYEE BENEFITS CO	\$1468.39
05/09/2025	AMAZON	\$16.38
05/09/2025	AMAZON	\$23.68
05/09/2025	AMAZON	\$268.18
05/09/2025	AMAZON	\$2.99
05/09/2025	DISNEY	\$29.99
05/09/2025	NETFLIX	\$17.99
05/09/2025	BAMBU LAB US	\$173.91
05/09/2025	AMAZON	\$24.35
05/09/2025	AMAZON	\$198.88

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/09/2025	JORSON & CARLSON CO	\$103.00
05/11/2025	LAKESHORE LEARNING M	\$25.00
05/11/2025	AMAZON	\$8.99
05/11/2025	AMAZON	\$137.95
05/11/2025	AMAZON	\$69.98
05/11/2025	AMAZON	\$59.05
05/11/2025	AMAZON	\$15.98
05/12/2025	ICMA RETIREMENT TRUS	\$5724.58
05/12/2025	TORTORICE'S PIZZA	\$122.81
05/12/2025	TORTORICE'S PIZZA	\$805.83
05/12/2025	AMAZON	\$24.95
05/13/2025	REPUBLIC SERVICES #5	\$317.30
05/13/2025	AMAZON	\$51.96
05/13/2025	DOLLAR TREE	\$16.25
05/13/2025	USPS	\$6.07
05/13/2025	WALMART	\$31.42
05/13/2025	NETFLIX	\$17.99
05/13/2025	NETFLIX	\$17.99
05/13/2025	NETFLIX	\$17.99
05/13/2025	NETFLIX	\$17.99
05/13/2025	AMAZON	\$125.50
05/14/2025	LIMRICC	\$2994.89
05/14/2025	THE HOME DEPOT CRC	\$763.74
05/14/2025	USPS	\$12.15
05/14/2025	AMAZON	\$134.99
05/14/2025	AMAZON	\$8.99
05/14/2025	AMAZON	\$2.99
05/14/2025	AMAZON	\$4.99
05/14/2025	DISNEY	\$29.99
05/14/2025	AWESOME BALLOON CREA	\$100.00
05/15/2025	SHELL OIL COMPANY	\$37.45
05/15/2025	ILLINOIS LIBRARY AS	\$100.00
05/15/2025	ALA	\$450.00
05/15/2025	ONLINE LABELS, INC	\$172.78
05/15/2025	USPS	\$6.29
05/15/2025	CHURRO PARLOR	\$596.60
05/16/2025	BAKER & TAYLOR, INC.	\$3852.34
05/16/2025	CHILDREN'S PLUS INC.	\$215.91

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/16/2025	CINTAS #22	\$169.41
05/16/2025	GRAPHIC 14 INC.	\$686.24
05/16/2025	INGRAM	\$1990.41
05/16/2025	JOURNAL & TOPICS NEW	\$800.00
05/16/2025	KRUEGER INTERNATIONAL	\$145.00
05/16/2025	NORTHWEST ELECTRICAL	\$83.50
05/16/2025	OVERDRIVE, INC.	\$262.50
05/16/2025	ROSA M ZILINSKAS	\$240.00
05/16/2025	SARAH OKNER	\$400.00
05/16/2025	STAPLES BUSINESS ADV	\$561.64
05/16/2025	VARIETY VENDORS	\$137.00
05/16/2025	W. W. GRAINGER, INC.	\$357.12
05/16/2025	AMAZON	\$8.99
05/16/2025	ALA	\$225.00
05/16/2025	APPLE.COM	\$9.99
05/16/2025	AMAZON	\$2.99
05/16/2025	ONLINE LABELS, INC	\$454.95
05/16/2025	JIMMY JOHNS	\$79.20
05/16/2025	WALL STREET JOURNAL	\$194.97
05/16/2025	AMAZON	\$56.97
05/18/2025	AMAZON	\$67.95
05/18/2025	WALMART	\$23.55
05/18/2025	KHEPRI KITCHEN+ COFF	\$28.75
05/18/2025	AMAZON	\$8.99
05/18/2025	AMAZON	\$8.99
05/18/2025	AMAZON	\$2.99
05/18/2025	USPS	\$22.44
05/18/2025	USPS	\$5.14
05/18/2025	PUBLISHERS WEEKLY	\$169.49
05/18/2025	A24	\$210.00
05/18/2025	TARGET	\$52.75
05/18/2025	TrainHRLearning.com	\$97.50
05/19/2025	PET BENEFIT SOLUTION	\$60.50
05/19/2025	MARIANO'S	\$22.83
05/19/2025	AMAZON	\$44.83
05/20/2025	COMCAST BUSINESS	\$237.40
05/20/2025	COSTCO	\$27.37
05/20/2025	LIBRARYWORKS, INC.	\$49.00

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/20/2025	ALA	\$210.00
05/20/2025	PEOPLE MAGAZINE	\$107.00
05/20/2025	DISNEY	\$29.99
05/20/2025	DISNEY	\$29.99
05/20/2025	AMAZON	\$99.90
05/20/2025	AMAZON	\$44.45
05/20/2025	AMAZON	\$29.99
05/20/2025	AMAZON	\$43.98
05/20/2025	AMAZON	\$29.49
05/20/2025	WALMART	\$4.17
05/21/2025	DISCOUNT RAMPS	\$925.99
05/21/2025	AMAZON	\$9.99
05/21/2025	AMAZON	\$88.76
05/21/2025	AMAZON	\$68.97
05/21/2025	AMAZON	\$94.25
05/21/2025	ONLINE LABELS, INC	\$162.11
05/21/2025	VISTAPRINT	\$208.99
05/21/2025	DISNEY	\$29.99
05/21/2025	DISNEY	\$29.99
05/21/2025	AMAZON	\$14.67
05/22/2025	TAQUERIA EL GALLO DE	\$63.35
05/22/2025	USPS	\$13.79
05/22/2025	Hobby Lobby	\$10.98
05/22/2025	AMAZON	\$26.98
05/22/2025	OpenAI	\$20.00
05/22/2025	CHICAGO TRIBUNE	\$200.00
05/22/2025	CONSUMER REPORTS	\$26.00
05/22/2025	DISNEY	\$29.99
05/22/2025	DISNEY	\$29.99
05/22/2025	DISNEY	\$29.99
05/22/2025	DISNEY	\$29.99
05/22/2025	DISNEY	\$29.99
05/22/2025	DISNEY	\$29.99
05/22/2025	DISNEY	\$29.99
05/22/2025	DISNEY	\$29.99
05/22/2025	JEWEL OSCO	\$8.51
05/23/2025	Payroll 2025-0523	\$153939.11

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/23/2025	Payroll 2025-0523	\$56894.90
05/23/2025	A TO Z DATABASES	\$8000.00
05/23/2025	ACCURATE EMPLOYMENT	\$43.57
05/23/2025	ALERT PROTECTIVE INC	\$137.97
05/23/2025	AMAZON	\$4047.78
05/23/2025	BAKER & TAYLOR, INC.	\$2801.87
05/23/2025	CRYSTAL MAINTENANCE	\$3515.00
05/23/2025	GALE	\$53.27
05/23/2025	IMAGE SYSTEMS & BUSI	\$319.23
05/23/2025	INGRAM	\$3050.00
05/23/2025	KANOPY, INC.	\$731.00
05/23/2025	LA GRANGE PUBLIC LIB	\$15.00
05/23/2025	MIDWEST TAPE	\$6546.62
05/23/2025	NORTHWEST ELECTRICAL	\$56.01
05/23/2025	NPN360	\$12100.82
05/23/2025	OVERDRIVE, INC.	\$1705.43
05/23/2025	PLAYAWAY PRODUCTS LL	\$393.49
05/23/2025	PROQUEST INFORMATION	\$9116.30
05/23/2025	RAILS	\$6075.00
05/23/2025	SMILE MAKERS	\$321.96
05/23/2025	SUPERIOR INDUSTRIAL	\$340.30
05/23/2025	THOMAS J CRISCIONE	\$250.00
05/23/2025	THOMSON REUTERS	\$1333.54
05/23/2025	TODAY'S BUSINESS SOL	\$352.32
05/23/2025	TRANE U.S. INC.	\$6871.00
05/23/2025	VILLAGE OF MOUNT PRO	\$1139.79
05/23/2025	W. W. GRAINGER, INC.	\$266.96
05/23/2025	WAREHOUSE DIRECT	\$96.35
05/23/2025	VERIZON WIRELESS	\$438.67
05/23/2025	EMPLOYEE BENEFITS CO	\$1468.39
05/23/2025	VILLAGE OF MOUNT PRO	\$96.00
05/23/2025	VILLAGE OF MOUNT PRO	\$51348.51
05/23/2025	TARGET	\$20.44
05/23/2025	KHEPRI KITCHEN+ COFF	\$37.10
05/23/2025	AMAZON	\$39.60
05/23/2025	USPS	\$5.62
05/23/2025	CC-LODGING	\$17.99
05/23/2025	CC-LODGING	\$1730.48



**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/23/2025	PENDLETON STREET TRE	\$65.00
05/23/2025	YOTO USA	\$8.79
05/23/2025	AMAZON	\$47.57
05/23/2025	AQUENT LLC	\$355.00
05/23/2025	4-IMPRINT	\$318.47
05/23/2025	WALMART	\$67.85
05/23/2025	SPOTIFY	\$19.99
05/23/2025	NETFLIX	\$17.99
05/23/2025	AMAZON	\$8.99
05/23/2025	NETFLIX	\$17.99
05/23/2025	LIBRARY MARKETING CO	\$45.00
05/25/2025	CC-AIRFARE	\$28.15
05/25/2025	CC-AIRFARE	\$627.97
05/25/2025	CC-LODGING	\$247.52
05/25/2025	AMAZON	\$25.32
05/25/2025	AMAZON	\$47.73
05/25/2025	AMAZON	\$49.28
05/25/2025	MICHAELS STORES	\$16.80
05/25/2025	MICHAELS STORES	\$118.83
05/25/2025	KHEPRI KITCHEN+ COFF	\$75.60
05/25/2025	AMAZON	\$2762.32
05/25/2025	GROKABILITY, INC.	\$399.99
05/25/2025	AMAZON	\$106.60
05/25/2025	AMAZON	\$106.60
05/25/2025	AMAZON	\$8.99
05/25/2025	USPS	\$9.31
05/25/2025	USPS	\$246.87
05/25/2025	CHICAGO SUN TIMES	\$49.56
05/25/2025	JEWEL OSCO	\$40.45
05/25/2025	JEWEL OSCO	\$30.44
05/25/2025	NETFLIX	\$17.99
05/26/2025	AMAZON	\$239.06
05/27/2025	ICMA RETIREMENT TRUS	\$5732.82
05/27/2025	VENTRA	\$216.00
05/27/2025	AMAZON	\$114.36
05/27/2025	AMAZON	\$70.97
05/27/2025	AMAZON	\$133.74
05/27/2025	CALLING POST COMMUNI	\$9.99

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/27/2025	AMAZON	\$200.34
05/27/2025	WALMART	\$18.98
05/27/2025	COOKING LIGHT	\$35.00
05/28/2025	AMAZON	\$31.88
05/28/2025	AMAZON	\$13.31
05/28/2025	AMAZON	\$62.53
05/28/2025	AMAZON	\$16.98
05/28/2025	USPS	\$25.01
05/28/2025	BARRONS	\$29.99
05/28/2025	CHICAGO TRIBUNE	\$600.00
05/28/2025	MARIANO'S	\$19.99
05/28/2025	NORTHERN FORK	\$88.46
05/28/2025	AMERICAN LIBRARY AS	\$277.00
05/28/2025	VISTAPRINT	\$35.97
05/29/2025	AFLAC	\$181.92
05/29/2025	MARIANO'S	\$2.99
05/29/2025	AMAZON	\$49.97
05/29/2025	AMAZON	\$61.25
05/29/2025	ULINE	\$94.12
05/29/2025	APPLE.COM	\$54.99
05/29/2025	AMAZON	\$213.20
05/29/2025	TORTORICE'S PIZZA	\$124.66
05/29/2025	USPS	\$15.10
05/29/2025	WALMART	\$43.97
05/29/2025	MARIANO'S	\$2.99
05/29/2025	UPRINTING	\$139.54
05/30/2025	AVANTI CAFFE & SANDW	\$669.25
05/30/2025	B2B TECHNOLOGIES	\$8246.00
05/30/2025	BAKER & TAYLOR, INC.	\$233.80
05/30/2025	CINTAS #22	\$245.26
05/30/2025	ELM USA, INC.	\$39.90
05/30/2025	GARVEY'S OFFICE PROD	\$19440.00
05/30/2025	HR SOURCE	\$199.00
05/30/2025	IMAGE SYSTEMS & BUSI	\$5195.47
05/30/2025	INGRAM	\$1141.80
05/30/2025	LILY VALENTIN	\$943.83
05/30/2025	MENARDS	\$44.23
05/30/2025	NORTHWEST ELECTRICAL	\$209.93

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 05/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
05/30/2025	PURPLE ROSE FLORIST	\$35.00
05/30/2025	THOMAS DEJA	\$4000.00
05/30/2025	W. W. GRAINGER, INC.	\$20.75
05/30/2025	WAREHOUSE DIRECT	\$1040.01
05/30/2025	EMPLOYEE BENEFITS CO	\$116.85
05/30/2025	A24	\$67.00
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$2.99
05/30/2025	AMAZON	\$43.96
05/30/2025	EASYLLAMA INC	\$2602.75
05/30/2025	AMAZON	\$72.21
05/30/2025	AMAZON	\$29.88
05/31/2025	FRIENDS OF THE MPPL	\$119.12
		<u>\$734059.36</u>

## Strategic Plan Public Technology Audit Results June 2025

### Background

Based on results from the strategic planning process, we identified public technology as an area that we wanted to evaluate and identify any opportunities for improvement. This resulted in the following strategic activity:

- Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use. (C2A)

### Process

To complete this activity, we appointed two project managers:

- Jaime Lopez, IT Manager
- Anne Belden, Deputy Director

The project managers worked with input from public services staff to identify and evaluate public technology throughout the library:

1. Desktop computers.
2. Laptops and tablets.
3. Printers and copiers.
4. Wireless and internet access.
5. Other miscellaneous public technology, including scanners, 3D printers, video game consoles, and self-checkout stations.

After all of the public technology pieces were identified, we evaluated them based on age of equipment and needs of the public in order to plan replacement dates and potential improvements to implement.

### Results

We identified replacement timelines for most public technologies in the library, with replacement dates ranging from 2025 to 2030.

We also identified two public technology items that require further investigation and discussion before replacement:

1. **Training room laptops:** Evaluate needs for training laptops after the new desktop-based Tech Lab has been built as part of the second floor renovation.
2. **Microfilm Desktop computer:** Evaluate the opportunity to replace this machine with a PC version of our Mac Studios.

Mount Prospect Public Library  
Strategic Plan Public Technology Audit Results

## Planned Replacement Timelines

Below is the targeted replacement plan between 2025 and 2030. Because patron needs can change and new technologies are constantly being released, staff will review annually and adjust as needed.

Desktop Computers	Last Replacement	Replacement	Notes
Youth Desktops	October 2024	2029	
Youth Magic Desktops	2016 (repurposed computers)	2026	
Adult/Teen Desktops	December 2019	2026	
South Branch Desktops	October 2024	2029	
OPACS	Older, repurposed computers	As needed	Swap out with older computers as needed
Mac Studios	February 2023	2027	
Microfilm Desktop	December 2015	TBD	Evaluate replacing with a PC version of our Mac Studios

Laptops and Tablets	Last Replacement	Replacement	Notes
Adult Mac Laptops	December 2021 (half) March 2024 (half)	2027	Based on usage patterns, consider replacing with fewer machines
Adult PC Laptops	December 2021	2026	
Training Room Laptops	November 2022 (half) January 2024 (half)	TBD	Evaluate need for laptops after desktop Tech Lab has been built
Youth iPads	Pre-2021	2025	
South Branch Public Laptop	December 2021	2026	
Youth Laptops	2023	2028	

Mount Prospect Public Library  
Strategic Plan Public Technology Audit Results

Printers and Copiers	Last Replacement	Replacement	Notes
Lobby Copier	July 2024	2030	
Youth Printer	May 2014	2025	
Adult Printer/Copiers	July 2024	2029	
Adult Printers	November 2015	N/A	Do not replace; move to all multifunction machines with 2 <sup>nd</sup> floor renovation
South Branch Printer/Copier	April 2017	2025	
3D Printers	July 2024	2029	

Wireless/Internet	Last Replacement	Replacement	Notes
Wireless Access Points	2015-2025	2025-2032	Replace each access point after 7 years
South Branch Wireless Access Points	December 2022	2029	
Internet speed	June 2025	2028	Comcast: Upgraded from 800 Mbps to 1.25 Gbps ICN: Upgraded from 100MB to 200MB

Other Technology	Last Replacement	Replacement	Notes
Adult SimpleScans	October 2023	2028	
South Branch SimpleScan	October 2024	2028	
Videogame Consoles	Teen PS5: 2022 Teen Switch: 2018 Youth Switch: 2018 South Branch Switch: 2025	TBD	Replace as new systems become widely available
Self-checkouts	December 2023	2030	

# MEMO – SOCIAL MEDIA AND PUBLIC TECHNOLOGY USE POLICIES REVIEW

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: June 19, 2025  
Re: 2025 Policy Review Project and Review of Social Media and Public Technology Use Policies

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Comments: We are about midway through an evaluation of all of our public policies. We have about 50 policies to review and will be bringing some to each board meeting. After this project is complete, we will schedule regular reviews of each policy no less than every three years.

The goals of this project are:

1. Categorize policies into main categories:
  - a. Administration (complete)
  - b. Governance (complete)
  - c. Services and Collections
  - d. Use of Facilities
2. Update meaningful content as necessary.
3. Correct any outdated information.
4. Remove “procedures” from the policies; procedures should be maintained by staff and updated as needed.
5. Remove extraneous appendices or content that changes, such as duplicating language of a statute, demographic information, forms, etc.
6. Combine individual policies where it makes sense.
7. Eliminate the practice of “administrative changes.”

This month we are reviewing the **Social Media Policy** and the **Public Technology Use Policy** in the Services and Collections category.

### 1. Social Media Policy Updates

- a. Updates to this policy in sections III A, B, and G were recommended by the library’s legal counsel, and provide more specific criteria for what counts as “social media” at the library.
- b. The primary purpose and majority of the language remains the same.
- c. This policy assumes the library allows public comment on social media posts.

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## **2. Public Technology Use Policy Updates**

- a. This policy combines three previous policies including the Computer Equipment Policy and Guidelines for the Public, Internet Service Policy, and Online Terms of Use Policy. We removed redundant content and created a single, streamlined document.
  - b. A new section titled Responsibilities and Limitations of Use has been added. It outlines legal restrictions on computer and internet use, expectations for computer usage in a public setting, and the extent of assistance staff can provide.
  - c. Added a Violations of Use section that defines unacceptable behaviors and clarifies legal limitations for computer users. This section also aligns with requirements from one of our internet providers.
  - d. Added Validity of Information and Liability Disclaimer sections which explain that the library does not control and cannot be held responsible for the accuracy of information accessed online or for how patrons use library technology and internet services.
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# Social Media Policy

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## I. Purpose

- A. The Mount Prospect Public Library uses social media to communicate information about its library services and resources and to engage the community consistent with its mission. The purpose of this policy is to provide guidelines and information about the library's use of social media.

## II. Definition of Social Media

- A. Social Media are electronic communications channels and online communities used to share information, ideas, messages, and other content. This includes, but is not limited to, social networking sites, social news, blogs, forums, microblogs, wikis, bookmarking sites, and photo and video sharing sites. The library monitors its organization, name, and reputation on all social media platforms as well as within traditional media.

## III. Public Social Media User Guidelines

- A. The library considers its social media and electronic communications channels (SMAECC) to be limited public forums.
- B. As such, the library invites topical contributions, comments, and other interactions from the public via SMAECC consistent with the rules and laws applicable to limited public forums. For example, the library may limit the topics that may be discussed on its SMAECC to programming, resources, services, events, public announcements, and responses to library staff requests, surveys, or contributions topical to the initial post of the thread started by the library on its SMAECC.
- C. The appearance of external links or shared posts to library SMAECC does not constitute official endorsement on behalf of the Mount Prospect Public Library, its Board of Library Trustees, or employees.
- D. Any content or information that is disclosed in a public forum becomes public information. Patrons should exercise caution disclosing content or personal information online.
- E. Members of the public participate in all social media and electronic communications channels at their own risk and take personal responsibility for their usernames, comments, and information.
- F. The library moderates and reserves the right to restrict and remove content or comments that violate this policy, other Mount Prospect Public Library policies, or any applicable law. Content that is deemed not suitable by the library because it is not topically related to the subject being commented on, or is deemed prohibited, will be deleted and retained by the library pursuant to records retention requirements.
- G. Content and comments on the library's social media containing any of the following shall not be allowed:
  - 1. Commercial interests, solicitations, and advertising
  - 2. Spam
  - 3. Copyright or trademark violations
  - 4. Harassment or bullying of library employees, patrons, or others
  - 5. Specific or imminent threats
  - 6. Libelous comments, threatening comments, or statements intended to defame anyone or any organization
  - 7. Obscene, graphic, explicit comments or submissions, or child pornography
  - 8. Off topic commentary, including content not related to library business, programs, events, resources, and materials, or anything not topically related to the initial post of the thread created by the library

Mount Prospect Public Library  
Social Media Policy

- 9. Offensive language
  - 10. Personal or private information posted about oneself or others
  - 11. Personal and/or cultural attacks, hate speech, or insults
  - 12. Political campaigning, candidate endorsements or opposition
  - 13. Promotion or encouragement of illegal activities
- H. By choosing to comment, members of the public agree to abide by these guidelines.

#### IV. Agreement

- A. By choosing to access the library's presence on SMAECC, members of the public agree to abide by this policy. In addition, any policies or user agreements set forth by a social media platform and agreed to by that platform's users remain in effect.

DRAFT

#### Revision History

10/15/2020, 05/01/2017, 06/01/2016, 07/01/2013, 08/16/2012

# Public Technology Use Policy

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## I. Purpose

- A. The Mount Prospect Public Library provides a variety of computing equipment, accessories, electronic resources, and internet connectivity for public use. This includes technology and resources accessed with equipment in the library, loaned by the library, via the library's website, and/or via the library's wireless internet connection. The purpose of this policy is to set specific limits and conditions of appropriate use.

## II. Responsibilities and Limitations of Use

- A. All library users must respect the rights of other users, the library's equipment, and all applicable license and contractual agreements. Users must comply with legal standards and respect copyright laws. The user should protect personal data. The library is not liable for information security on public networks.
- B. Library patrons are asked to consider the public space used by individuals of all ages, backgrounds, and sensibilities when accessing potentially controversial, offensive, or disturbing information and images. The library reserves the right to require individuals to discontinue the display of information and images that disrupt the orderly operation of the library.
- C. The Mount Prospect Public Library uses filtering software on all public access computers and internet connections. Filtering software cannot guarantee the appropriateness of internet sites for particular age groups nor that sites for legitimate research and value are not blocked. Individuals may request a blocked site be reviewed by speaking with staff.
- D. Library staff may provide assistance to patrons only as time and staff knowledge permits. In-depth personal instruction or training may not be provided unless offered through a formal technology training program or appointment.
- E. In order to provide equitable access to as many users as possible and to better meet the needs of residents, the library may place limits on the maximum amount of time that individuals may use library technology equipment.

## III. Violations of Use

- A. The library reserves the right to suspend the use of its computers and/or the library by anyone who uses library computing equipment, electronic devices, or a network for an illegal purpose or a purpose in violation of the standards outlined in this and other Mount Prospect Public Library policies.
- B. Examples of unauthorized use include, but are not limited to:
  - 1. Accessing potentially controversial, offensive, or disturbing information and images.
  - 2. Use of equipment or networks for any purpose that results in the harassment of other users.
  - 3. Destruction of, damage to, or unauthorized alteration of the library's computer equipment, software, or network security procedures.
  - 4. Conduct which violates Federal, State, or local law including copyright and licensing infringement.
  - 5. Use of information or networks in any way which violates licensing and payment agreements between this library and network/database providers.
  - 6. Unauthorized duplication of copyright protected software or violation of software license agreements.
  - 7. Violations of system security, including but not limited to unauthorized access to or use of data, systems, or networks.

Mount Prospect Public Library  
Public Technology Use Policy

8. Unauthorized access to any data, system, or network from a system or network for any purpose which is not lawful, or which is intended to do harm.
- C. Violation of any aspect of these guidelines may result in the loss of library or computer privileges.

#### IV. Validity of Information

- A. The Mount Prospect Public Library has no control over the information accessed through the internet and makes no guarantees, either express or implied, regarding the quality of content or information available on the internet.
- B. The library's provision of internet access to users does not mean or imply that the library endorses, sanctions, or promotes any content, commentary, or viewpoint found on the internet.
- C. The library assumes responsibility only for the information contained on the Mount Prospect Public Library website.
- D. The library is not responsible for the practices or the content of third-party resources, and offers external links, e-resources, and databases only as a service to our patrons. Any policies or user agreements set forth by third-party sites/resources and agreed to by that site's users remain in effect.
- E. The library is a distributor of content sometimes supplied by third parties and patrons. Opinions, information, and content expressed or made available by third parties, including information providers, patrons, or others, are those of the respective author(s) or distributor(s) and do not necessarily state or reflect the opinions of the library.

#### V. Liability Disclaimer

- A. Use of any of the library's computing equipment and networks is at the sole risk and discretion of the user.
- B. The library is not responsible for any damages suffered, damage to personal data or devices, including the corruption or loss of data, resulting from user error, computer error, equipment malfunction, or service interruptions, nor for the content accessed via the library's network. The library is not responsible for the accuracy, quality, or objectionable nature of information obtained through the internet. Because technical problems related to accessing the internet and specific sites may occur, the library cannot guarantee that the internet or specific sites will always be accessible.
- C. People who use the library's internet access to engage in transactions that involve the disclosure of personal information and/or the transfer of money do so at their own risk. Staff shall not conduct business for library patrons. In addition, public use of the library's internet access may subject such transactions to security or privacy breaches. The library also is not liable for actions that may be taken by other users of the system that result in such breaches.

#### Revision History

This policy incorporates and replaces the previous Computer Equipment Policy and Guidelines for the Public, Internet Service Policy, and Online Terms of Use Policy. Approved 06/19/2025.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

May 2025

Fiction/AV/Teen

- 1) We spent the month visiting 25 middle school classes and 3 high schools to promote this year's Summer Reading, and we ended up speaking to over 1,500 teen patrons.
- 2) May's adult programming highlight was "Lucille Ball: A Living History Portrayal by Leslie Goddard" with 119 attendees.
- 3) We launched a new location for the display of adult materials in Youth Services, near the Family Place play area. The higher visibility display has been quite popular with parents using the area, requiring frequent restocking.
- 4) Our returning therapy dogs Ellie and Nathan were a huge hit with teen patrons (as well as staff) during this year's final exams. Teens stopped by the Fiction desk afterward and raved about how much they liked the dogs.



South Branch & Community Engagement

- 1) We co-hosted a bingo event for older adults at Village Hall during the day and a second event at the library for adults of all ages in the evening, where we served pizza and beverages. Both were very well received by novice and experienced players alike who appreciated the opportunity to socialize in a fun and casual setting. There were many requests for more easy-to-play game programs.
- 2) We had a table at the Village's 5<sup>th</sup> annual recognition of Mental Health Awareness Month which was held at the Pocket Park. The focus of the event was wellness and self-care, and we showcased items from the new wellness category of the Library of Things collection. The Pet Pup was a hit with table visitors of all ages! As this event was held on the eve of Summer Reading registration, it was a good opportunity to promote the program.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 3) We held "Minute to Win It" a family friendly program consisting of five games lasting one minute each. The games were selected for the ease of utilizing simple, everyday materials and following easy to understand rules that can be modified to fit participants of all ages. Our young patrons received goodie bags with a book and craft kit.
- 4) In a cross-departmental effort with Youth and Fiction/Teen staff, we visited multiple schools from pre-k through high school in the South Branch service area this month to host programs and to promote the Summer Reading program. There were crafts, games, and storytimes tailored to the event and appropriate for the students' age groups.



### Youth Services

- 1) During May, we focused on outreach in the department, trying to reach as many elementary and preschool/daycare programs as possible, to spread the word about Summer Reading. We saw about 2,924 K-5 students, 1,832 babies-preschoolers in a daycare or preschool setting.
- 2) This year, we launched a new promotion for all our rising kindergarteners in Mount Prospect. For every child who graduated from kindergarten, we gifted them a book, *The Littlest Graduate*. We gave out 692 books to celebrate this huge milestone.
- 3) This year marked the first time that we offered a professional development presentation for preschool teachers. We attended an in-service meeting and talked to 65 educators who taught in Early Childhood Developmental Enrichment Centers (ECDEC) classrooms all over Northern Cook County. We discussed early literacy and how to present compelling storytimes to preschool audiences. One comment shared was "We are so fortunate to have you as a partner working in our classrooms! I enjoyed all your ideas and appreciate you making a resource guide to use for planning! You truly inspire us to make storytime magical!"



### Circulation

- 1) This month, we completed and launched our re-brand of the Library of Things Junior collection. While the location of the youth-centered collection has not changed, the look and feel of



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Monthly Library Report for Board of Trustees

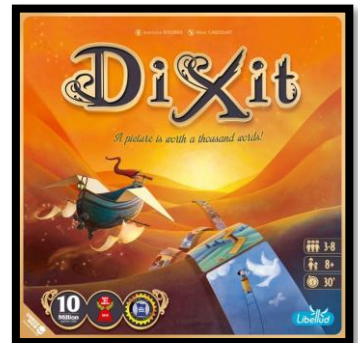
the display changed significantly, and is now more in line with the rest of the Library of Things collection. Each item in the collection now has a hanging card that makes it easy for patrons to browse the collection, as well as to bring what they want (or want to put on hold) to staff at the front desk.

- 2) The last weekend in May brought the Summer Reading kickoff, and Circulation was hopping! We registered 33 cards on Saturday, May 31, which was 17% of all cards registered in the entire month of May. 3,880 items were checked out that Saturday, which is more than triple our regular Saturday checkouts.
- 3) We worked with Youth Services to shift some collections, including the relocation of the Baby Board Book collection to the Family Place, which has been a very popular move for our youngest patrons and their caretakers.



## Research

- 1) We enabled the Communico (event calendar) Patron Self-Service reservation mode for select study rooms. There were 56 reservations made by patrons in May, which was about 5% of our total for the month. We decided to soft launch the online self-serve option, so patron use so far has been generated by word of mouth. The feedback has been positive, and those who have used this mode appreciate the ability to make their own reservations.
- 2) Our most popular program was “Wills, Trusts, and Estate Planning Basics” with 56 in attendance. We offer this program annually and it is always well-attended with lots of questions from the audience.
- 3) We partnered with the Garden Club of Mount Prospect to offer “Keeping Your Garden Beautiful and Productive” with 37 attendees. Patron comment: “Comprehensive, good slides, appreciated Garden Club practitioners making the presentation, and they all seemed so happy!”



## Patron Services

- 1) We issued 78 Museum Adventure Passes in May, 11 more than May 2024.
- 2) We taught the featured game Dixit for “Night Off? Game On!” which had 25 attendees.
- 3) We helped the family of Kathryn Kucera organize a memorial service that was held on May 19. Kathryn graciously donated the 24 collages that are displayed on the second floor, and friends and family were able to view her work after the service had ended.
- 4) Johnny the Therapy Cat came to visit staff on May 28 as part of our ongoing staff morale efforts.

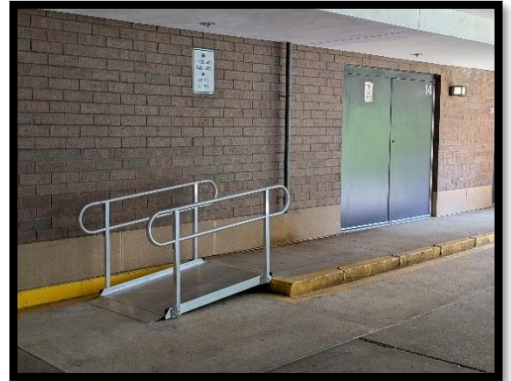




Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Human Resources & Learning

- 1) Number of open positions: 4. Patron Services Assistant (PT), South Branch Patron Assistant (PT), Circulation Desk Assistant (PT), Fiction/AV/Teen Assistant (PT)
- 2) Number of vacant positions filled: 3. Circulation Desk Assistant (PT), Readers' Advisor (PT), Outreach Summer Assistant (PT – Temporary)
- 3) Number of separations: 2
- 4) Staff anniversaries: Christine Budzisz, Administrative Assistant, 10 years
- 5) As part of our benefits offering through IPBC, an identity theft protection plan is now being provided to all full-time employees at no cost. These employees are also eligible to purchase a premium plan with IdentityForce for less than \$9 per month or elect a premium plan for the family for under \$18 a month, if desired.



### Building & Security

- 1) The Friends requested that we install a ramp near the double-door exit of their space to make it easier and safer to transport materials during book sale setup/take down.
- 2) We planted two pots of colorful annual flowers at the entrance of the Main Library.
- 3) We moved into the 21<sup>st</sup> century and updated our work ticketing system to both be consistent with other departments as well as integrate with our O365 environment.

### Technical Services

- 1) This month catalogers began working on repackaging the Great Courses collection. This is a significant undertaking as each course requires multiple barcodes to be withdrawn from the catalog, multiple RFID tags to be deactivated, and the contents repackaged into a single case with new labeling. In addition to improving the overall appearance of the courses on the shelf and browsability for patrons, reducing the number of barcodes for each course to just one barcode eases a real pain point for circulating these items in CCS.
- 2) Just in time for summer, we introduced three Backyard Movie Kits to the Library of Things collection. Each of the kits contains an inflatable screen, portable projector, and portable speaker. The idea for a Backyard Movie Kit has long been gestating with the biggest hurdle being what kind of packaging the kit could circulate in. Our solution was 30-inch hard side suitcases.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

## Information Technology

- 1) We have two internet sources for the library, and we upgraded both of them to increase the speed, both for staff and for patrons. One was upgraded from 800 Mbps to 1.25 Gbps, and the other was upgraded from 100MB to 200MB.
- 2) Our power-related emergency response hardware has been updated. New battery backups have been installed in our server room, ensuring a reliable safety net for our infrastructure in the event of total power failure, generator included.

## Marketing

- 1) General Interest e-newsletter: May 2 and 16 emails feature ILP's Matthew Desmond program and Research's "Life in a Japanese American Internment Camp."
  - a. Stats: 53% and 52% open rate, 1.3% and 0.9%, respectively.
  - b. Highest clicks: Financial Resources for Illinois Residents (Office of the State Treasurer drop-in) and "Life in a Japanese American Internment Camp."
  - c. Recorded programming ("Shady Characters: Nifty Plants for Shady Sites" and "Internet Privacy and Reducing Robocalls with CUB") had the highest average click rate for the year.
  - d. A special email was sent on May 31 to promote the start of Summer Reading and performed as expected in terms of open and click rates. However, the Preview newsletter link garnered four times the average clicks, possibly because of its higher placement within the email.
- 2) The Parent-Caregiver e-newsletter featured the Friends-sponsored Good Morning Sunshine concert series, Storytimes in the Park, and Youth's summer blog post. This email still has no unsubscribes or spam reports for all of 2025.
  - a. Stats: 68% open rate, 5% click rate.
  - b. Highest click: Good Morning Sunshine.
- 3) The Business Finance & Career e-newsletter featured "Small Business Morning Meetup," "Making the Most of Social Security," and our Start a Side Hustle book list.
  - a. Stats: 66% open rate and 6.4% click rate, respectively.
  - b. Highest clicks: Start a Side Hustle – the first top-performing book list!
- 4) In the Elementary School Teachers e-newsletter we wrapped up the school year promoting Summer Reading and Good Morning Sunshine concerts. This monthly email will resume in August.
  - a. Stats: 75% open rate and 2.5% click rate.
  - b. Highest click: Summer Reading promotional video, watch it here:  
[https://www.youtube.com/watch?v=7CfS\\_VaszME](https://www.youtube.com/watch?v=7CfS_VaszME)



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Friends of the Mount Prospect Public Library

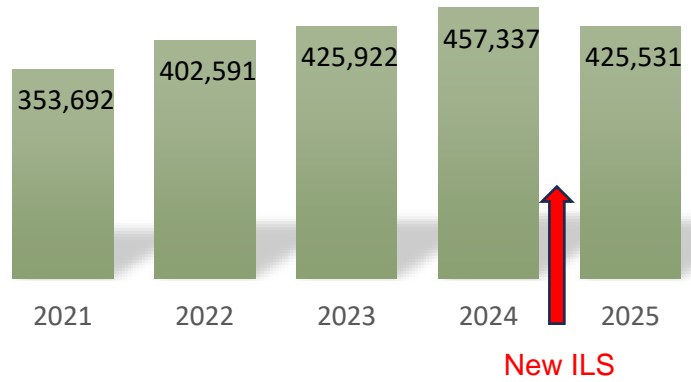
- 1) Annual Elections: Pat Klawitter will serve as president for a 2-year term and Judy Roraff will serve as treasurer until the fall.
- 2) Board members appointed Jim Wolf to the board.
- 3) The Spring Book sale held in May reported a total sale amount of over \$18,700, which was slightly higher than the 2024 Spring Book Sale.
- 4) The board approved an increase in funding for the Good Morning Sunshine concert series for added performances.

Mount Prospect Public Library Foundation

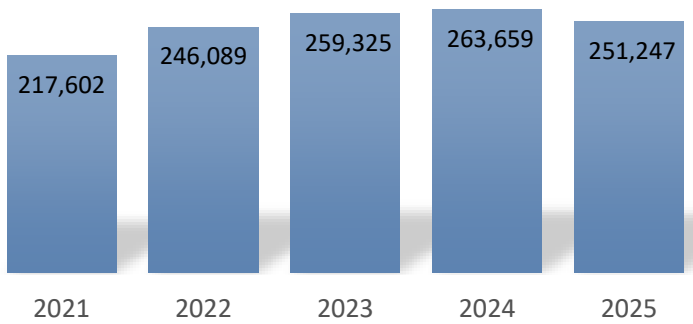
- 1) The 2024 audit was completed by Evans, Marshall & Pease.
- 2) The Fall Raffle dates are tentatively set for October 10-16, 2025.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

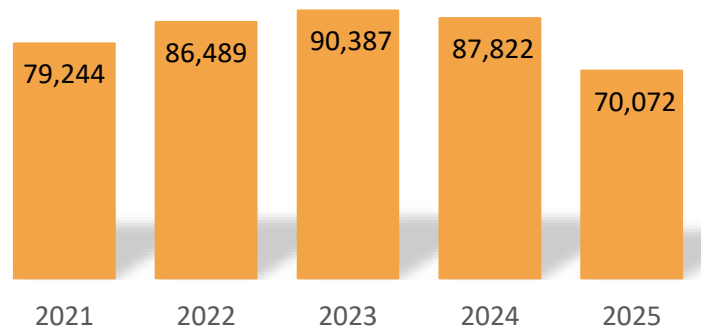
### Overall Circulation YTD



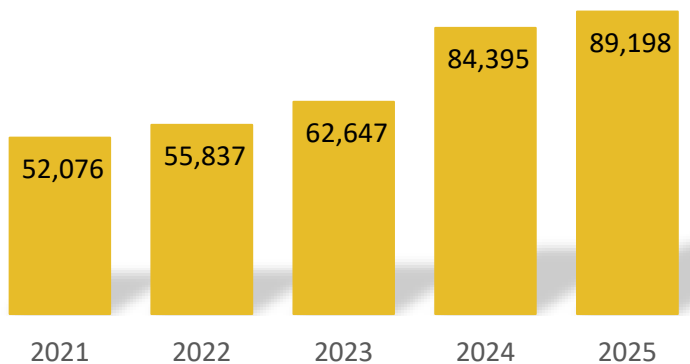
### Book Circulation YTD



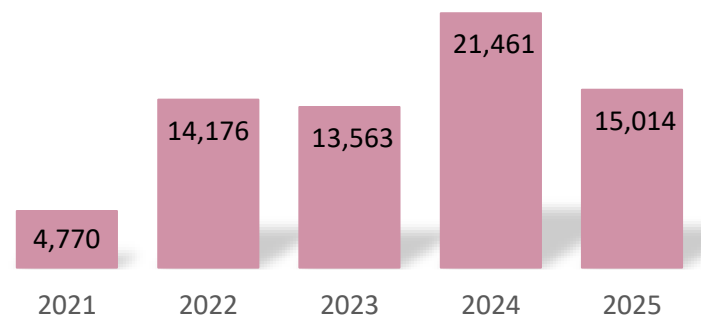
### AV Circulation YTD



### eMedia Circulation YTD

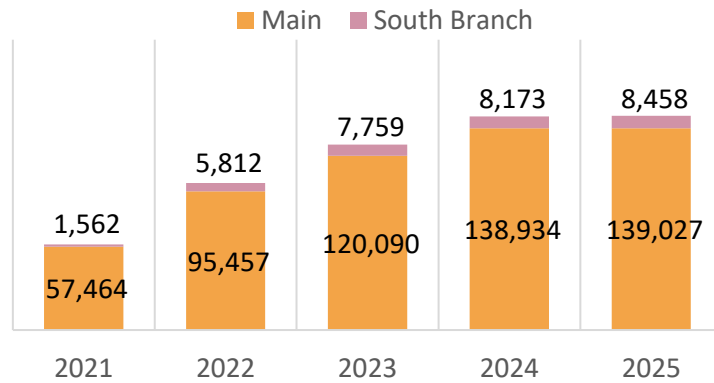


### LoT Circulation YTD

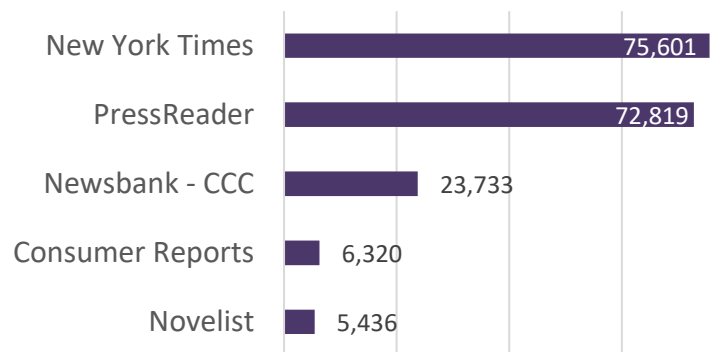


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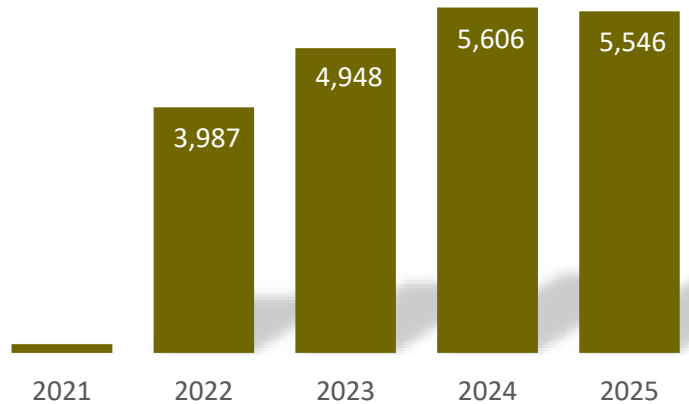
### 2025 Door Count - YTD



### 2025 YTD Top 5 Databases

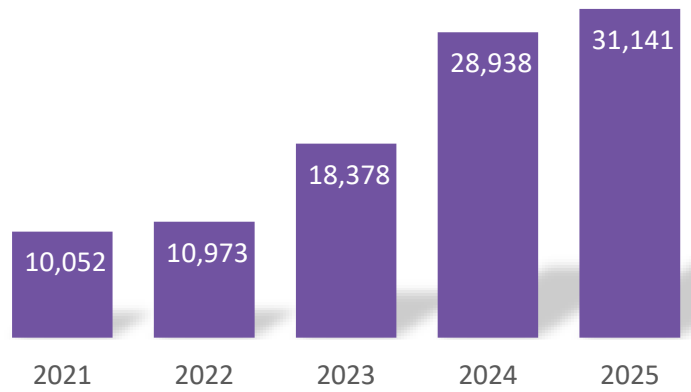


### Study Room Usage YTD

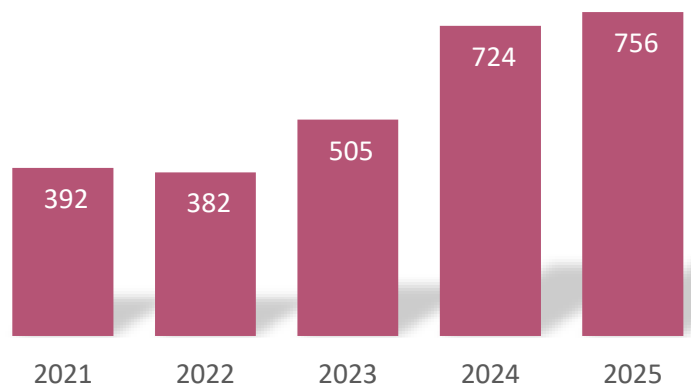


Mount Prospect Public Library  
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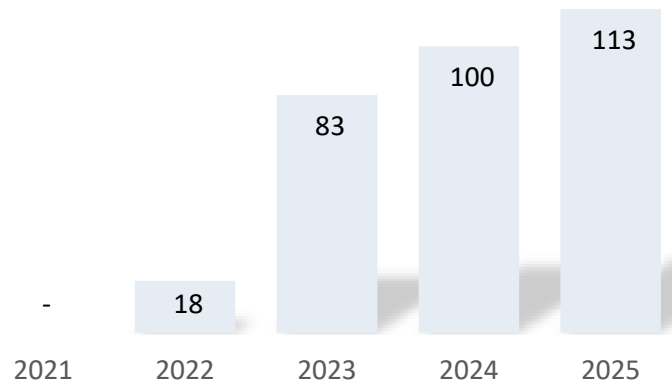
Program Attendance YTD



Number of Programs YTD

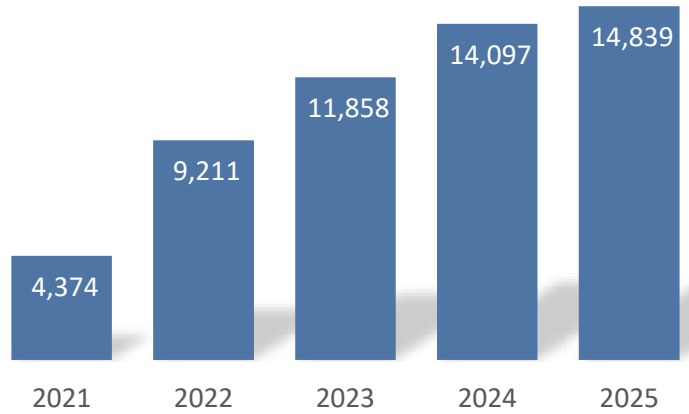


Meeting Room Usage by Public YTD

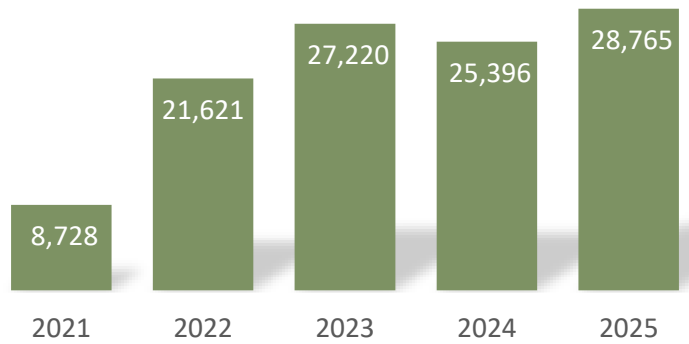


Mount Prospect Public Library  
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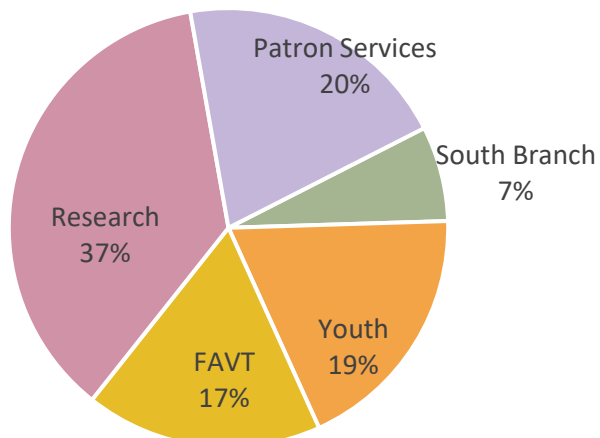
Public Computer Hours Usage YTD



Wireless Unique Users YTD



2025 Questions by Location



## Strategic Plan Progress Report

### Items Completed in May 2025

1. **Public Technology Audit.** Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use. (C2A)
  - a. The audit was completed in May 2025, and the resulting report is in the board packet. Jaime Lopez, IT Manager, will be at the board meeting to present the results to the board.

### Selected In Progress Items

2. **2<sup>nd</sup> Floor Renovation (A1B).** Identify implementation timeline and funding of the facility Master Plan for the Main Library.
  - a. The design development phase is completed, and we have made the final furniture and finish selections.
  - b. The next set of pricing is now underway, and it will be formally presented by our architects and construction manager to the board at the July 17 meeting.
  - c. We presented funding options to Friends on June 9, and plan to present to the Foundation later this month.
  - d. We are on track with the general timeline of the project:
    - i. July 17 design development presentation to board
    - ii. October 13 issue bids
    - iii. November 20 board approve bids
    - iv. February – August 2026 construction
  - e. We have been exploring grants from ComEd to help offset the cost of the planned LED retrofit. There are significant opportunities for the library to take advantage of ComEd grants, and there will be a presentation at the June board meeting outlining the potential project.
3. **Adult Programming.** In January 2025 the Board provided input and suggestions regarding adult programming. Programs that were held last month that respond to the suggestions are listed here:
  - a. Lucille Ball: A Living History Portrayal by Leslie Goddard held on 5/6/25
  - b. Keeping Your Garden Beautiful and Productive held on 5/7/25
  - c. Adobe Photoshop and Digital Editing held on 5/7/25 & 5/14/25
  - d. Starting a Business in Mount Prospect held on 5/13/25
  - e. Cutting Edge Tech Series: The Future of Immunotherapy held on 5/21/25
  - f. YouTube recordings posted after the program was held:
    - i. Shady Characters: Nifty Plants for Shady Sites (133 views) Apr-May 2025
    - ii. Starting a Business in Mount Prospect (16 views) May 2025
    - iii. Keeping Your Garden Beautiful and Productive (34 views) May 2025

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- iv. Making the Most of Social Security (37 views) May 2025
- v. Life in a Japanese American Internment Camp (38 views) May 2025