

Regular Board Meeting
August 21, 2025, 6:00 p.m.
South Branch, 1711 W. Algonquin Road, Mount Prospect
Community Room
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. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of July 17, 2025 **(5-8)**
 - b. July 2025 Bills and Financial Reports **(9-25)**
 - c. Approve Library Closing on Friday, November 7, 2025 for Staff In-Service Day
5. **One Book, One Village Title Reveal**, Elizabeth Ludemann, Assistant Head of Fiction/AV/Teen
6. **Spanish Computer Basics: 1-on-1 Technology Appointments**, Elly Colín, South Branch Assistant Manager
7. **Approve bid from Twin Supplies, Ltd. for 2025 LED Retrofit & Lighting Project for \$81,500 (26)**
8. **Review/Approve Public Use and Conduct Policy (27-31)**
9. **Executive Director Report (3-4)**
 - a. July 2025 Library Activity Report **(32-40)**
 - b. Strategic Plan Update **(41)**
 - c. Planned Personnel Code Update
 - d. Civic Connections 2026; Joint Boards Dinner 2025
10. **Trustee Reports and Comments**
11. **Closed Session**

As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

12. Reconvene Open Session

Make determinations resulting from the closed session.

13. Upcoming Meetings and Events Calendar

- a. August 25 – Foundation Board Meeting – Sylvia Haas
- b. September – Meet the Board – Mary Anne Benden
- c. September 4, 6:00 p.m. – Finance Committee Meeting
 - i. Review 2026 Working Budget and 2025 Tax Levy
- d. September 18, 6:00 p.m. – Regular Board Meeting
 - i. Approve 2026 Appropriation Budget and 2025 Tax Levy
- e. September 22 – Foundation Board Meeting – Sylvia Fulk

14. Adjournment

Mount Prospect Public Library
Board of Trustees

**Library Director Report
August 21, 2025**

1. **Consent Agenda.** This is agenda item number 4. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **One Book, One Village Title Reveal.** This is agenda item number 5. Elizabeth Ludemann, Assistant Head of the Fiction/AV/Teen Department, will announce the title of the 2025 One Book, One Village program.
3. **Spanish Computer Basics: 1-on-1 Technology Appointments.** This is agenda item number 6. Elly Colín, South Branch Assistant Manager, will give a presentation on a new program launched in April 2025 that offers individual appointments in Spanish to help learn basic computer skills.
4. **Approve bid from Twin Supplies, Ltd. for 2025 LED Retrofit & Lighting Project.** This is agenda item number 7. We received the results from the sealed bid process for the LED retrofit project at the Main Library. We received five bids and recommend that we award the bid to the lowest responsible bidder, Twin Supplies, Ltd. The bid results are included in the packet.
5. **Review/Approve Public Use and Conduct Policy.** This is agenda item number 8. This month we will review the Public Use and Conduct Policy, which combines seven related documents into one comprehensive document. Please see the memo in the packet for a summary of the changes.
6. **Planned Personnel Code Update.** This is agenda item number 9. We are approaching the final stages of the comprehensive policy review and update project and would like to highlight a key component: the Employee Handbook (Personnel Code). Currently, the handbook consists of 23 separate documents totaling approximately 90 pages. Its content includes legal requirements, MPPL-specific policies, as well as extraneous information such as internal procedures.

To ensure compliance, the legal sections have been reviewed by an employment attorney, and we will incorporate updates to the relevant statutes (e.g., FMLA, VESSA, PLAW, etc.). In addition, we plan to recommend a few changes to MPPL-specific policies, for example the tuition reimbursement guidelines.

This presents an ideal opportunity to fully overhaul the handbook. Our objectives include:

- a. Updating all necessary content
- b. Removing outdated or irrelevant material
- c. Consolidating and reorganizing the content into a single, logically ordered handbook

The ultimate goal is to produce a streamlined, easy-to-read, and accessible resource that supports staff understanding and engagement.

Mount Prospect Public Library
Board of Trustees

7. **Civic Connections 2026 and Joint Boards Dinner 2025.** This is agenda item number 9.
 - a. **Civic Connections 2026.** We would like to pick a date for next year's Civic Connections event. We held the 2025 event on Thursday, May 29 from 5-6:30 p.m. While we had decent attendance (over 30 attendees from 11 different agencies), we also had quite a few conflicts with other municipal meetings and graduations. I would like to ask the Board for input on time of year and potentially select a tentative date.
 - b. **Joint Boards Dinner 2025.** We have the date selected as Thursday, November 6, and I would like us to briefly discuss the location.

8. **New Illinois Laws.** There are several new laws that the Governor has signed that impact libraries:
 - a. Public Act 104-0056 amends the Local Library Act to require all municipal libraries to 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 that 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. This law is effective January 1, 2026.
 - b. Public Act 104-0036 amends the Local Library Act to allow non-resident card fees to be paid quarterly or biannually. Currently non-resident card fees must be paid in full at the time of purchase. This law is effective August 1, 2025.
 - c. Public Act 104-0108 allows the Secretary of State's office to issue funding grants to increase security measures at public, school, and academic libraries. This could include things like security cameras, silent alarms, or security check points. This law is effective January 1, 2026.

9. **Upcoming Date to Remember**
 - a. Thursday, November 6, 2025, Joint Boards Dinner

Regular Board Meeting
July 17, 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 Kristine O'Sullivan, President.

2. Roll Call

Present: Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Kristine O'Sullivan, Andrea Shaeffer
Absent: Marie Bass
Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Jaime Lopez, Su Reynders, Megan Smith
Visitors: Ryan Kuta and Don Shaw, Lauterbach & Amen, LLP; Tiffany Nash, Product Architecture + Design; John Shales, Shales McNutt Construction, and other unidentified visitors.

3. Public Comment

Megan Smith read a statement during public comment.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of June 19, 2025
- b. June 2025 Bills and Financial Reports

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

5. 2024 Audit Presentation

Don Shaw with Lauterbach & Amen, LLP presented the 2024 audit to the Board and answered questions. He stated that the audit was "clean" again this year and thanked staff for their assistance during the audit.

6. Review Project B Design Development

Tiffany Nash of Product Architecture + Design gave a presentation on the proposed design plan to date for the second-floor renovation, including layout, furniture, and fixture selections.

John Shales of Shales McNutt Construction presented the budget overview, including both trade-specific and general project-related costs. Mr. Shales highlighted that flooring

and electrical work represent the highest-cost ticket items of the renovation. He noted that preparations for the bidding process are underway, with plans to issue bid invitations in October and presentation to the Board in November for approval.

Trustees reviewed the budget and acknowledged that, while it slightly exceeds the original preliminary target of \$5 million, alternate funding is expected to cover the difference. Trustees also reviewed and reaffirmed the project's priority goals and their commitment to achieving them.

Executive Director Reynders provided an update on the LED lighting retrofit project and reported that bid invitations will be issued in July and presented to the Board in August for approval.

Executive Director Reynders shared that she had presented Project B donation opportunities to the Friends and Foundation for consideration. She noted that the Foundation asked about launching dedicated fundraising campaigns, and Trustees clarified that the current intent is for the Foundation to consider making a direct donation at this time.

7. Second Quarter Financial Review and Preliminary 2025 Levy Discussion

Finance and Facilities Director Malachi Kohlwey presented the 2025 second quarter financial review and answered questions. He also reviewed the anticipated 2025 budget amendments that will be brought to the Board for review in September, including adding the Project B pre-construction costs, and the retaining walls and LED lighting projects to the Capital Project Fund expenditures.

The Board discussed the upcoming levy request to provide guidance in building the 2026 budget.

8. Review/Approve Programming, Reference Service, and Intellectual Freedom Policies

Trustees reviewed the Programming Policy and requested three amendments: Section III E: to change "All materials to be used or promotion conducted" to "Promotional materials created." Section III H: to change "Programs are evaluated on a regular basis" to include "Programs are evaluated on a regular basis (target annually)." Section IV I: to change "contemporary" to "modern."

Trustees reviewed the Reference Service Policy and requested two amendments: Section III C: to change "Library staff members" to "The library uses" and Section III D: to change "transactions" to "interactions."

Trustees reviewed the Intellectual Freedom Policy and did not request any amendments.

Motion was made by Trustee Fulk and seconded by Trustee Benden to approve the Programming and Reference Service Policies as amended, and the Intellectual Freedom Policy as presented. Voice vote carried.

9. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and answered questions. She reported that the village has completed the Community Connections Center study draft, which is planned to be presented at the August 12, 2025, Village Committee of the Whole meeting.

10. Trustee Reports and Comments

Trustee Gilligan attended the June 23 Foundation Board Meeting and reported that the new president, Hazel Oreluk, had begun her term.

Trustee O'Sullivan reported that she hosted a Meet the Board session on Saturday, July 12 from 10:30 a.m.-12:30 p.m.

Trustee Gilligan exited the meeting at 7:21 p.m.

11. Closed Session

As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion was made by Trustee Fulk and seconded by Trustee Shaeffer to adjourn to closed session at 7:25 p.m. Voice vote carried.

12. Reconvene Open Session

Open session was reconvened at 7:50 p.m.

13. Upcoming Meetings and Events Calendar

- a. July 19-20 – Friends Book Sale
- b. No Foundation Board Meeting held in July
- c. August – Meet the Board – Brian Gilligan
- d. August 7, 6:00 p.m. – Committee of the Whole Meeting – New Trustee Orientation
- e. August 16 – Volunteer Appreciation Luncheon
- f. August 21, 6:00 p.m. – Regular Board Meeting (South Branch location)
- g. August 25 – Foundation Board Meeting – Sylvia Haas
- h. September – Meet the Board – Mary Anne Benden
- i. September 4, 6:00 p.m. – Finance Committee Meeting

14. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:52 p.m. Voice vote carried.

Sylvia M. Haas, Secretary

DRAFT

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of July 31, 2025

| | |
|----------------------------------|-------------------------|
| Library General Fund | 6,510,353.56 |
| Working Cash Fund | 2,116,046.26 |
| Capital Projects Restricted Fund | 5,679,963.17 |
| Debt Service Fund | 0.00 |
| Gift Fund | 566,890.19 |
| Total All Funds | \$ 14,873,253.18 |

Disbursements July 2025

\$ 1,187,893.22

Financial Summary

Fund Balances

| | | |
|-----------------------------------|----|---------------|
| Library General Fund | \$ | 6,510,353.56 |
| Annual Operating Budget 2025 | \$ | 11,413,210.00 |
| General Fund - Months in Reserve | | 6.8 |
| General Fund - Percent in Reserve | | 57.0% |

YTD Spending Summary

- * We're on target with spending, and our YTD percentage expended is 56.4%
- * Last year at this time, we had expended 56.3%

Levy Collection

- * To date, 51.72% of the total Tax revenue has been collected

Mount Prospect Public Library
Statement of Revenues, Expenditures & Fund Balance
For the Period Ended 07/31/2025

| | <u>Library Fund</u> | <u>Working Cash Fund</u> | <u>Capital Project Fund</u> | <u>Debt Service Fund</u> | <u>Gift Fund</u> | <u>Total Funds</u> |
|-------------------------------|-----------------------|--------------------------|-----------------------------|--------------------------|---------------------|------------------------|
| Revenues | | | | | | |
| Interest Income | \$20,840.00 | \$0.00 | \$22,207.52 | \$0.00 | \$0.00 | \$43,047.52 |
| Miscellaneous Fees | \$2,684.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,684.12 |
| Friends Reimbursement | \$7,429.89 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,429.89 |
| Miscellaneous Income | \$25.81 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25.81 |
| Total Revenues | \$30,979.82 | \$0.00 | \$22,207.52 | \$0.00 | \$0.00 | \$53,187.34 |
| Expenses | | | | | | |
| Salaries & Benefits | \$620,127.42 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$620,127.42 |
| Management Expense | \$33,314.49 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$33,314.49 |
| Operating Expense | \$44,846.32 | \$0.00 | \$0.00 | \$0.00 | \$870.44 | \$45,716.76 |
| Building Expense | \$23,125.27 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$23,125.27 |
| Library Materials | \$122,123.39 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$122,123.39 |
| Reimbursable Expense | \$3,214.31 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,214.31 |
| Capital Outlay | \$0.00 | \$0.00 | \$80,000.00 | \$0.00 | \$0.00 | \$80,000.00 |
| Total Expenses | \$846,751.20 | \$0.00 | \$80,000.00 | \$0.00 | \$870.44 | \$927,621.64 |
| BEGINNING FUND BALANCE | \$7,326,124.94 | \$2,116,046.26 | \$5,737,755.65 | \$0.00 | \$567,760.63 | \$15,747,687.48 |
| NET SURPLUS/(DEFICIT) | (\$815,771.38) | \$0.00 | (\$57,792.48) | \$0.00 | (\$870.44) | (\$874,434.30) |
| ENDING FUND BALANCE | \$6,510,353.56 | \$2,116,046.26 | \$5,679,963.17 | \$0.00 | \$566,890.19 | \$14,873,253.18 |

Mount Prospect Public Library

Revenue Report

For the Period Ended 07/31/2025

| | <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> |
|------------------------------------|------------------------|------------------------|--------------------------|-----------------------------|--------------------------|----------------------------|
| Library Fund | | | | | | |
| Property Taxes | \$0.00 | \$5,766,707.82 | \$11,150,060.00 | \$5,383,352.18 | 51.72% | 48.28% |
| Illinois Per Capita Grant | \$0.00 | \$0.00 | \$83,900.00 | \$83,900.00 | 0.00% | 100.00% |
| Interest Income | \$20,840.00 | \$138,911.91 | \$100,000.00 | (\$38,911.91) | 138.91% | (38.91%) |
| Fees | \$2,668.12 | \$13,376.48 | \$18,250.00 | \$4,873.52 | 73.30% | 26.70% |
| For Sale Items | \$16.00 | \$238.75 | \$400.00 | \$161.25 | 59.69% | 40.31% |
| Miscellaneous Income | \$25.81 | \$7,363.24 | \$0.00 | (\$7,363.24) | 0.00% | 0.00% |
| Friends Reimbursement | \$7,429.89 | \$21,577.32 | \$44,400.00 | \$22,822.68 | 48.60% | 51.40% |
| Foundation Reimbursement | \$0.00 | \$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 | \$30,979.82 | \$5,954,581.04 | \$11,408,210.00 | \$5,453,628.96 | 52.20% | 47.80% |
| 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 | \$22,207.52 | \$165,000.18 | \$0.00 | (\$165,000.18) | 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 | \$22,207.52 | \$165,000.18 | \$0.00 | (\$165,000.18) | 0.00% | 0.00% |

Mount Prospect Public Library

Revenue Report

For the Period Ended 07/31/2025

| <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 | \$0.00 | \$945.64 | \$0.00 | (\$945.64) | 0.00% | 0.00% |
| Total Gift Fund | \$0.00 | \$989.12 | \$5,000.00 | \$4,010.88 | 19.78% | 80.22% |

Mount Prospect Public Library

Expense Report

For the Period Ended 07/31/2025

| <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 | \$501,267.62 | \$3,395,423.20 | \$6,065,713.00 | \$2,670,289.80 | 55.98% | 44.02% |
| IMRF | \$16,819.95 | \$191,345.65 | \$365,463.00 | \$174,117.35 | 52.36% | 47.64% |
| MC/FICA | \$35,840.75 | \$243,761.30 | \$461,583.00 | \$217,821.70 | 52.81% | 47.19% |
| Medical Insurance | \$66,046.75 | \$467,763.56 | \$795,000.00 | \$327,236.44 | 58.84% | 41.16% |
| Life Insurance | \$152.35 | \$1,060.15 | \$3,000.00 | \$1,939.85 | 35.34% | 64.66% |
| Unemployment Compensation Tax | \$0.00 | \$5,302.89 | \$7,000.00 | \$1,697.11 | 75.76% | 24.24% |
| Total Salaries & Benefits | \$620,127.42 | \$4,304,656.75 | \$7,697,759.00 | \$3,393,102.25 | 55.92% | 44.08% |
| Management Expenses | | | | | | |
| Audit | \$5,800.00 | \$5,800.00 | \$6,600.00 | \$800.00 | 87.88% | 12.12% |
| Legal Fees | \$1,681.25 | \$3,242.50 | \$10,000.00 | \$6,757.50 | 32.43% | 67.58% |
| Printing | \$807.52 | \$57,692.24 | \$100,000.00 | \$42,307.76 | 57.69% | 42.31% |
| Marketing | \$8,796.23 | \$55,192.55 | \$100,800.00 | \$45,607.45 | 54.75% | 45.25% |
| Professional Dues | \$699.00 | \$7,736.00 | \$14,500.00 | \$6,764.00 | 53.35% | 46.65% |
| Board Development | \$0.00 | \$3,770.43 | \$3,100.00 | (\$670.43) | 121.63% | (21.63%) |
| Human Resources | \$15,103.82 | \$81,788.55 | \$174,400.00 | \$92,611.45 | 46.90% | 53.10% |
| Other Operating | \$426.67 | \$6,568.89 | \$42,655.00 | \$36,086.11 | 15.40% | 84.60% |
| Total Management Expenses | \$33,314.49 | \$221,791.16 | \$452,055.00 | \$230,263.84 | 49.06% | 50.94% |
| Operating Expenses | | | | | | |
| Telecommunications | \$4,973.49 | \$30,025.13 | \$34,900.00 | \$4,874.87 | 86.03% | 13.97% |
| Insurance | \$625.00 | \$101,247.90 | \$105,000.00 | \$3,752.10 | 96.43% | 3.57% |
| Office Supplies | \$1,394.37 | \$13,081.13 | \$30,050.00 | \$16,968.87 | 43.53% | 56.47% |
| Library Supplies | \$1,423.65 | \$10,865.31 | \$25,500.00 | \$14,634.69 | 42.61% | 57.39% |
| Postage | \$155.72 | \$14,139.96 | \$34,000.00 | \$19,860.04 | 41.59% | 58.41% |
| Contract Services | \$32,329.98 | \$82,657.66 | \$118,600.00 | \$35,942.34 | 69.69% | 30.31% |
| Software | \$3,944.11 | \$79,163.22 | \$141,375.00 | \$62,211.78 | 56.00% | 44.00% |
| Total Operating Expenses | \$44,846.32 | \$331,180.31 | \$489,425.00 | \$158,244.69 | 67.67% | 32.33% |

Mount Prospect Public Library

Expense Report

For the Period Ended 07/31/2025

| | <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 | \$9,954.70 | \$124,553.16 | \$156,710.00 | \$32,156.84 | 79.48% | 20.52% |
| Hardware & System Maintenance | \$1,250.05 | \$100,797.01 | \$148,525.00 | \$47,727.99 | 67.87% | 32.13% |
| Janitorial | \$6,708.52 | \$44,410.91 | \$79,300.00 | \$34,889.09 | 56.00% | 44.00% |
| Equipment | \$2,213.76 | \$75,671.78 | \$192,220.00 | \$116,548.22 | 39.37% | 60.63% |
| Utilities | \$2,998.24 | \$30,300.00 | \$47,951.00 | \$17,651.00 | 63.19% | 36.81% |
| Total Building Expenses | <u>\$23,125.27</u> | <u>\$375,732.86</u> | <u>\$624,706.00</u> | <u>\$248,973.14</u> | <u>60.15%</u> | <u>39.85%</u> |
| Services and Resources | | | | | | |
| Adult Print | \$16,665.98 | \$113,994.33 | \$256,800.00 | \$142,805.67 | 44.39% | 55.61% |
| Adult AV | \$2,015.72 | \$15,254.05 | \$33,400.00 | \$18,145.95 | 45.67% | 54.33% |
| Youth Print | \$4,076.49 | \$73,732.94 | \$177,800.00 | \$104,067.06 | 41.47% | 58.53% |
| Youth AV | \$1,584.60 | \$10,722.61 | \$24,000.00 | \$13,277.39 | 44.68% | 55.32% |
| Magazines | \$1,325.09 | \$14,090.94 | \$18,600.00 | \$4,509.06 | 75.76% | 24.24% |
| Electronic Resources | \$26,780.73 | \$99,766.91 | \$190,000.00 | \$90,233.09 | 52.51% | 47.49% |
| Digital Media | \$41,337.99 | \$229,707.40 | \$338,065.00 | \$108,357.60 | 67.95% | 32.05% |
| E-Learning | \$0.00 | \$42,792.19 | \$50,000.00 | \$7,207.81 | 85.58% | 14.42% |
| Library of Things | \$10,690.95 | \$48,094.04 | \$75,000.00 | \$26,905.96 | 64.13% | 35.87% |
| Microform | \$0.00 | \$668.20 | \$700.00 | \$31.80 | 95.46% | 4.54% |
| Processing Supplies | \$1,188.35 | \$19,704.14 | \$28,000.00 | \$8,295.86 | 70.37% | 29.63% |
| Programs | \$16,457.49 | \$52,694.68 | \$101,300.00 | \$48,605.32 | 52.02% | 47.98% |
| Total Services and Resources | <u>\$122,123.39</u> | <u>\$721,222.43</u> | <u>\$1,293,665.00</u> | <u>\$572,442.57</u> | <u>55.75%</u> | <u>44.25%</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 | \$6,778.32 | \$11,200.00 | \$4,421.68 | 60.52% | 39.48% |
| Friends Expenses | \$3,214.31 | \$24,791.63 | \$44,400.00 | \$19,608.37 | 55.84% | 44.16% |
| 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>\$3,214.31</u> | <u>\$31,569.95</u> | <u>\$55,600.00</u> | <u>\$24,030.05</u> | <u>56.78%</u> | <u>43.22%</u> |

Mount Prospect Public Library

Expense Report

For the Period Ended 07/31/2025

| | | <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 | | \$846,751.20 | \$5,986,153.46 | \$11,413,210.00 | \$5,427,056.54 | 52.45% | 47.55% |
| 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 | \$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 | \$80,000.00 | \$167,025.00 | \$250,000.00 | \$82,975.00 | 66.81% | 33.19% |
| 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 | | \$80,000.00 | \$167,025.00 | \$250,000.00 | \$82,975.00 | 66.81% | 33.19% |
| Gift Fund | | | | | | | |
| 300-6840-99 | Equipment & Furnishings | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 300-7050-99 | Operating Expenses | \$870.44 | \$7,457.05 | \$50,000.00 | \$42,542.95 | 14.91% | 85.09% |
| 300-7060-99 | Circulating Materials | \$0.00 | \$34.99 | \$0.00 | (\$34.99) | 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 | | \$870.44 | \$7,492.04 | \$50,000.00 | \$42,507.96 | 14.98% | 85.02% |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/01/2025 | VISTAPRINT | \$540.28 |
| 07/01/2025 | CC-MEALS | \$19.96 |
| 07/01/2025 | AMAZON | \$118.99 |
| 07/01/2025 | DOLLAR TREE | \$6.25 |
| 07/01/2025 | WALMART | \$14.64 |
| 07/01/2025 | DELL MARKETING L.P. | \$1271.57 |
| 07/01/2025 | TECHSMITH CORPORATIO | \$13.07 |
| 07/01/2025 | VOXTELESYS INC | \$11.03 |
| 07/01/2025 | ZOOM | \$208.00 |
| 07/01/2025 | USPS | \$12.58 |
| 07/01/2025 | SOCIETY FOR HR MANAG | \$299.00 |
| 07/02/2025 | CC-GROUND TRANSPORTA | \$39.36 |
| 07/02/2025 | ZOHO Corporation | \$375.52 |
| 07/02/2025 | MICHAELS STORES | \$290.45 |
| 07/02/2025 | NETFLIX | \$17.99 |
| 07/02/2025 | DISNEY | \$29.99 |
| 07/02/2025 | AMAZON | \$8.99 |
| 07/02/2025 | AMAZON | \$8.99 |
| 07/02/2025 | AMAZON | \$2.99 |
| 07/02/2025 | AMAZON | \$39.58 |
| 07/02/2025 | AMAZON | \$17.44 |
| 07/02/2025 | USPS | \$5.21 |
| 07/02/2025 | AMAZON | \$23.28 |
| 07/02/2025 | WALL STREET JOURNAL | \$64.99 |
| 07/03/2025 | Payroll 2025-0703 | \$155879.33 |
| 07/03/2025 | Payroll 2025-0703 | \$57588.24 |
| 07/03/2025 | EMPLOYEE BENEFITS CO | \$1468.39 |
| 07/03/2025 | CC-GROUND TRANSPORTA | \$53.00 |
| 07/03/2025 | CC-LODGING | \$1250.88 |
| 07/03/2025 | AMAZON | \$8.99 |
| 07/03/2025 | AMAZON | \$8.99 |
| 07/03/2025 | JEWEL OSCO | \$27.45 |
| 07/03/2025 | USPS | \$7.67 |
| 07/04/2025 | ACP CREATIVIT LLC | \$279.98 |
| 07/04/2025 | AMERICAN LANDSCAPING | \$800.00 |
| 07/04/2025 | BAKER & TAYLOR, INC. | \$2126.88 |
| 07/04/2025 | CHILDREN'S PLUS INC. | \$2868.09 |
| 07/04/2025 | CINTAS FIRE PROTECTI | \$857.21 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/04/2025 | DEMCO | \$154.62 |
| 07/04/2025 | FRIENDS OF THE MPPL | \$61.00 |
| 07/04/2025 | GARY WENSTRUP | \$300.00 |
| 07/04/2025 | GENSERVE LLC | \$965.00 |
| 07/04/2025 | HRDIRECT | \$107.75 |
| 07/04/2025 | INGRAM | \$1725.48 |
| 07/04/2025 | KEVIN KOTTRADE | \$250.00 |
| 07/04/2025 | MENARDS | \$55.95 |
| 07/04/2025 | MIDWEST TAPE | \$42.99 |
| 07/04/2025 | OVERDRIVE, INC. | \$19550.23 |
| 07/04/2025 | PLAYAWAY PRODUCTS LL | \$2616.95 |
| 07/04/2025 | REBECCA STOELINGA | \$450.00 |
| 07/04/2025 | VANGUARD ARCHIVES | \$160.00 |
| 07/04/2025 | WAREHOUSE DIRECT | \$986.48 |
| 07/04/2025 | VOXTELESYS INC | \$17.17 |
| 07/04/2025 | AMAZON | \$8.99 |
| 07/04/2025 | AMAZON | \$8.99 |
| 07/04/2025 | AMAZON | \$8.99 |
| 07/04/2025 | AMAZON | \$8.99 |
| 07/04/2025 | NETFLIX | \$17.99 |
| 07/04/2025 | NETFLIX | \$17.99 |
| 07/04/2025 | NETFLIX | \$17.99 |
| 07/04/2025 | NETFLIX | \$17.99 |
| 07/04/2025 | AMAZON | \$19.29 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | PEACOCK | \$79.99 |
| 07/04/2025 | AMAZON | \$71.94 |
| 07/06/2025 | AMAZON | \$222.47 |
| 07/06/2025 | MICROSOFT | \$44.00 |
| 07/06/2025 | AMAZON | \$8.99 |
| 07/06/2025 | AMAZON | \$8.99 |
| 07/06/2025 | AMAZON | \$8.99 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/06/2025 | AMAZON | \$8.99 |
| 07/07/2025 | ICMA RETIREMENT TRUS | \$5729.54 |
| 07/07/2025 | VILLAGE OF MOUNT PRO | \$99094.70 |
| 07/07/2025 | AMAZON | \$304.84 |
| 07/07/2025 | AMC PLUS | \$95.88 |
| 07/07/2025 | BRITBOX | \$89.99 |
| 07/07/2025 | NETFLIX | \$17.99 |
| 07/07/2025 | NETFLIX | \$17.99 |
| 07/07/2025 | NETFLIX | \$17.99 |
| 07/08/2025 | AT&T | \$749.79 |
| 07/08/2025 | MOBILE BEACON | \$5880.00 |
| 07/08/2025 | COSTCO | \$12.89 |
| 07/08/2025 | USPS | \$12.90 |
| 07/08/2025 | USPS | \$7.67 |
| 07/08/2025 | YOTO USA | \$93.45 |
| 07/08/2025 | TARGET | \$79.00 |
| 07/09/2025 | AT&T | \$2426.82 |
| 07/09/2025 | USPS | \$13.79 |
| 07/09/2025 | HONEY BISCUIT | \$104.47 |
| 07/09/2025 | NETFLIX | \$17.99 |
| 07/09/2025 | DISNEY | \$29.99 |
| 07/09/2025 | AMAZON | \$2.99 |
| 07/09/2025 | AMAZON | \$10.34 |
| 07/09/2025 | AMAZON | \$9.54 |
| 07/09/2025 | AMOS MEDIA COMPANY | \$104.99 |
| 07/09/2025 | CAP'S ICE CREAM | \$116.31 |
| 07/10/2025 | THE HOME DEPOT | \$116.67 |
| 07/10/2025 | USPS | \$5.62 |
| 07/10/2025 | ONLINE LABELS, INC | \$197.54 |
| 07/10/2025 | MISS LIZ'S BARTENDIN | \$200.00 |
| 07/10/2025 | AMERICAN LIBRARY AS | \$71.10 |
| 07/10/2025 | AMAZON | \$8.99 |
| 07/10/2025 | SCHOLASTIC LIBRARY | \$648.00 |
| 07/11/2025 | BAKER & TAYLOR, INC. | \$3971.00 |
| 07/11/2025 | BRIAN PICHMAN | \$300.00 |
| 07/11/2025 | DEMCO | \$958.75 |
| 07/11/2025 | FROGLADY PRESENTATIO | \$550.00 |
| 07/11/2025 | GALE | \$117.92 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/11/2025 | INGRAM | \$2446.11 |
| 07/11/2025 | KAREN CHAN FINANCIAL | \$325.00 |
| 07/11/2025 | KRUEGER INTERNATIONA | \$4519.35 |
| 07/11/2025 | MENARDS | \$74.36 |
| 07/11/2025 | NPN360 | \$12103.37 |
| 07/11/2025 | OVERDRIVE, INC. | \$46.50 |
| 07/11/2025 | PLAYAWAY PRODUCTS LL | \$62.69 |
| 07/11/2025 | RAILS | \$11363.00 |
| 07/11/2025 | SCHOLASTIC LIBRARY | \$5098.00 |
| 07/11/2025 | THOMSON REUTERS | \$319.86 |
| 07/11/2025 | TIGERLILY MUSIC | \$750.00 |
| 07/11/2025 | TODAY'S BUSINESS SOL | \$425.00 |
| 07/11/2025 | TRU GREEN-CHEM LAWN | \$239.46 |
| 07/11/2025 | W. W. GRAINGER, INC. | \$95.74 |
| 07/11/2025 | WAREHOUSE DIRECT | \$487.15 |
| 07/11/2025 | WILLOWTREE RESEARCH | \$150.00 |
| 07/11/2025 | REPUBLIC SERVICES | \$317.30 |
| 07/11/2025 | SHELL OIL COMPANY | \$68.43 |
| 07/11/2025 | AMAZON | \$5.69 |
| 07/11/2025 | BICYCLING | \$34.97 |
| 07/11/2025 | JEWEL OSCO | \$35.42 |
| 07/11/2025 | 4ALLPROMOS | \$3983.54 |
| 07/11/2025 | TORTORICE'S PIZZA | \$36.06 |
| 07/13/2025 | NETFLIX | \$17.99 |
| 07/13/2025 | NETFLIX | \$17.99 |
| 07/13/2025 | NETFLIX | \$17.99 |
| 07/13/2025 | NETFLIX | \$17.99 |
| 07/13/2025 | JEWEL OSCO | \$14.99 |
| 07/13/2025 | AMAZON | \$80.61 |
| 07/13/2025 | AMAZON | \$13.28 |
| 07/13/2025 | AMAZON | \$26.31 |
| 07/13/2025 | AMAZON | \$54.99 |
| 07/13/2025 | BICYCLING | \$34.97 |
| 07/13/2025 | ALA | \$47.26 |
| 07/13/2025 | KHEPRI KITCHEN+ COFF | \$25.90 |
| 07/13/2025 | KHEPRI KITCHEN+ COFF | \$139.92 |
| 07/13/2025 | USPS | \$6.45 |
| 07/13/2025 | USPS | \$6.28 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/13/2025 | DISPLAYS2GO | \$92.41 |
| 07/14/2025 | AMAZON | \$188.00 |
| 07/14/2025 | AMAZON | \$8.99 |
| 07/14/2025 | AMAZON | \$169.98 |
| 07/14/2025 | DISNEY | \$29.99 |
| 07/14/2025 | APPLE.COM | \$99.00 |
| 07/14/2025 | APPLE.COM | \$99.00 |
| 07/14/2025 | AMAZON | \$5.99 |
| 07/14/2025 | AMAZON | \$2.99 |
| 07/14/2025 | AMAZON | \$262.00 |
| 07/14/2025 | AMAZON | \$92.38 |
| 07/15/2025 | AMAZON | \$39.23 |
| 07/15/2025 | AMAZON | \$36.62 |
| 07/15/2025 | AMAZON | \$88.52 |
| 07/15/2025 | CAP'S ICE CREAM | \$89.47 |
| 07/15/2025 | DOLLAR TREE | \$2.50 |
| 07/15/2025 | MARIANO'S | \$3.06 |
| 07/15/2025 | PARAMOUNT+ | \$119.99 |
| 07/15/2025 | PARAMOUNT+ | \$119.99 |
| 07/15/2025 | PARAMOUNT+ | \$119.99 |
| 07/15/2025 | PARAMOUNT+ | \$119.99 |
| 07/15/2025 | PARAMOUNT+ | \$119.99 |
| 07/15/2025 | PARAMOUNT+ | \$119.99 |
| 07/16/2025 | AMAZON | \$55.96 |
| 07/16/2025 | AMERICAN LIBRARY AS | \$225.00 |
| 07/16/2025 | APPLE.COM | \$9.99 |
| 07/16/2025 | CHICAGO TRIBUNE | \$200.00 |
| 07/16/2025 | COSTCO | \$68.54 |
| 07/16/2025 | ILLINOIS LIBRARY AS | \$280.00 |
| 07/16/2025 | A24 | \$67.00 |
| 07/16/2025 | THE POLISH BOOKSTORE | \$690.81 |
| 07/16/2025 | USPS | \$10.89 |
| 07/16/2025 | AMAZON | \$2.99 |
| 07/16/2025 | APPLE.COM | \$99.00 |
| 07/16/2025 | PARAMOUNT+ | \$119.99 |
| 07/16/2025 | PARAMOUNT+ | \$119.99 |
| 07/16/2025 | PARAMOUNT+ | \$119.99 |
| 07/16/2025 | PARAMOUNT+ | \$119.99 |
| 07/16/2025 | PROMOTIONS NOW | \$436.78 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/17/2025 | AMAZON | \$351.20 |
| 07/17/2025 | AMAZON | \$19.91 |
| 07/17/2025 | AMAZON | \$40.79 |
| 07/17/2025 | JEWEL OSCO | \$37.26 |
| 07/17/2025 | AMAZON | \$8.99 |
| 07/17/2025 | AMAZON | \$2.99 |
| 07/17/2025 | APPLE.COM | \$99.00 |
| 07/17/2025 | PARAMOUNT+ | \$119.99 |
| 07/17/2025 | AQUENT LLC | \$329.00 |
| 07/17/2025 | AMAZON | \$179.80 |
| 07/18/2025 | Payroll 2025-0718 | \$155722.04 |
| 07/18/2025 | Payroll 2025-0718 | \$57514.42 |
| 07/18/2025 | AMAZON | \$256.38 |
| 07/18/2025 | AMERICAN NATIONAL SK | \$950.00 |
| 07/18/2025 | BAKER & TAYLOR, INC. | \$5697.51 |
| 07/18/2025 | CANINE DETECTION & I | \$1100.00 |
| 07/18/2025 | FILTER SERVICES INC | \$1171.36 |
| 07/18/2025 | ILLINOIS DEPARTMENT | \$1067.60 |
| 07/18/2025 | IMAGE SYSTEMS & BUSI | \$355.52 |
| 07/18/2025 | INGRAM | \$2217.74 |
| 07/18/2025 | ITHAKA | \$1822.00 |
| 07/18/2025 | MIDWEST TAPE | \$42.99 |
| 07/18/2025 | MOUNT PROSPECT PAINT | \$299.99 |
| 07/18/2025 | OVERDRIVE, INC. | \$1192.17 |
| 07/18/2025 | RAILS | \$7995.00 |
| 07/18/2025 | STAPLES BUSINESS ADV | \$448.43 |
| 07/18/2025 | STEPHANIE JOHANSON | \$1000.00 |
| 07/18/2025 | THE DAVEY TREE EXPER | \$480.00 |
| 07/18/2025 | TRANE U.S. INC. | \$2068.00 |
| 07/18/2025 | VALUE LINE PUBLISHIN | \$4975.00 |
| 07/18/2025 | VARIETY VENDORS | \$68.00 |
| 07/18/2025 | W. W. GRAINGER, INC. | \$31.76 |
| 07/18/2025 | WAREHOUSE DIRECT | \$391.50 |
| 07/18/2025 | HARLEQUIN RETAIL INC | \$7646.18 |
| 07/18/2025 | EMPLOYEE BENEFITS CO | \$1468.39 |
| 07/18/2025 | PET BENEFIT SOLUTION | \$60.50 |
| 07/18/2025 | AMAZON | \$35.97 |
| 07/18/2025 | USPS | \$5.51 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/18/2025 | WALMART | \$4.00 |
| 07/18/2025 | WALMART | \$24.40 |
| 07/18/2025 | AMAZON | \$8.99 |
| 07/18/2025 | AMAZON | \$326.80 |
| 07/18/2025 | AMAZON | \$89.90 |
| 07/18/2025 | CHICAGO TRIBUNE | \$600.00 |
| 07/18/2025 | COSTCO | \$13.49 |
| 07/20/2025 | USPS | \$12.97 |
| 07/20/2025 | GOTPRINT.COM | \$267.24 |
| 07/20/2025 | AMAZON | \$112.03 |
| 07/20/2025 | AMAZON | \$151.57 |
| 07/20/2025 | HBO | \$29.99 |
| 07/20/2025 | HBO | \$29.99 |
| 07/20/2025 | JEWEL OSCO | \$62.91 |
| 07/21/2025 | ICMA RETIREMENT TRUS | \$5769.75 |
| 07/21/2025 | COMCAST BUSINESS | \$315.15 |
| 07/21/2025 | HBO | \$29.99 |
| 07/21/2025 | HBO | \$29.99 |
| 07/21/2025 | CHICAGO SUN TIMES | \$49.56 |
| 07/22/2025 | VILLAGE OF MOUNT PRO | \$51533.92 |
| 07/22/2025 | VILLAGE OF MOUNT PRO | \$96.00 |
| 07/22/2025 | AMAZON | \$124.11 |
| 07/22/2025 | OpenAI | \$20.00 |
| 07/22/2025 | DOLLAR TREE | \$9.75 |
| 07/22/2025 | AMAZON | \$9.80 |
| 07/22/2025 | USPS | \$6.51 |
| 07/22/2025 | AMAZON | \$81.70 |
| 07/23/2025 | VERIZON WIRELESS | \$459.55 |
| 07/23/2025 | AMAZON | \$8.99 |
| 07/23/2025 | NETFLIX | \$17.99 |
| 07/23/2025 | LANDS' END | \$155.70 |
| 07/23/2025 | AMAZON | \$76.77 |
| 07/23/2025 | AMAZON | \$114.95 |
| 07/23/2025 | NETFLIX | \$17.99 |
| 07/23/2025 | SPOTIFY | \$19.99 |
| 07/23/2025 | BARRONS | \$29.99 |
| 07/23/2025 | LAKESHORE LEARNING M | \$201.57 |
| 07/24/2025 | VENTRA | \$216.00 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 07/24/2025 | JEWEL OSCO | \$2.50 |
| 07/24/2025 | ILLINOIS LIBRARY AS | \$350.00 |
| 07/24/2025 | AMAZON | \$67.49 |
| 07/24/2025 | THE HOME DEPOT CRC | \$39.97 |
| 07/25/2025 | ACCESS ONE INC | \$750.00 |
| 07/25/2025 | ACCURATE EMPLOYMENT | \$366.57 |
| 07/25/2025 | ACE OF SPRAY LLC | \$5350.00 |
| 07/25/2025 | AMAZON | \$33.97 |
| 07/25/2025 | ANDERSON LOCK CO. LT | \$481.00 |
| 07/25/2025 | BAKER & TAYLOR, INC. | \$1555.53 |
| 07/25/2025 | BEN TATAR MUSIC, LLC | \$500.00 |
| 07/25/2025 | CINTAS #22 | \$245.26 |
| 07/25/2025 | CRYSTAL MAINTENANCE | \$3515.00 |
| 07/25/2025 | DYMAXION RESEARCH, L | \$2346.00 |
| 07/25/2025 | GAMBINO LANDSCAPING | \$499.75 |
| 07/25/2025 | GREY HOUSE PUBLISHIN | \$4960.00 |
| 07/25/2025 | INGRAM | \$279.60 |
| 07/25/2025 | KANOPY, INC. | \$831.00 |
| 07/25/2025 | LAUTERBACH & AMEN, L | \$5800.00 |
| 07/25/2025 | LIBRARY IDEAS, LLC | \$1899.00 |
| 07/25/2025 | NOVAK & PARKER, INC. | \$324.95 |
| 07/25/2025 | NOVEL EFFECT, INC | \$499.00 |
| 07/25/2025 | PEREGRINE, STIME, NE | \$787.50 |
| 07/25/2025 | PRODUCT LLC | \$80000.00 |
| 07/25/2025 | PROQUEST INFORMATION | \$2149.19 |
| 07/25/2025 | ROTARY CLUB OF RIVER | \$175.00 |
| 07/25/2025 | SUPERIOR INDUSTRIAL | \$418.95 |
| 07/25/2025 | TERMINIX COMMERCIAL | \$182.58 |
| 07/25/2025 | THE WASHINGTON POST | \$2000.00 |
| 07/25/2025 | THOMSON REUTERS - WE | \$1333.54 |
| 07/25/2025 | TRANE U.S. INC. | \$1790.75 |
| 07/25/2025 | TRU GREEN-CHEM LAWN | \$256.60 |
| 07/25/2025 | VILLAGE OF MOUNT PRO | \$1743.63 |
| 07/25/2025 | WAREHOUSE DIRECT | \$528.33 |
| 07/25/2025 | CONSTELLATION NEW | \$830.33 |
| 07/25/2025 | NETFLIX | \$17.99 |
| 07/25/2025 | STATION 34 | \$50.00 |
| 07/25/2025 | AMAZON | \$28.89 |

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 07/31/2025

| Date | Source | Amount |
|-------------|----------------------|---------------------|
| 07/31/2025 | EMPLOYEE BENEFITS CO | \$116.85 |
| 07/31/2025 | AMAZON | \$37.23 |
| 07/31/2025 | PAESSLER | \$1547.28 |
| 07/31/2025 | ZOOM | \$208.00 |
| 07/31/2025 | META PLATFORMS TECHN | \$32.99 |
| | | <u>\$1187893.22</u> |

Mount Prospect Public Library
2025 LED Retrofit and Lighting Project
Bid Results Summary

| | Company Name | Date Received | Lower Area Amount | Upper Area Amount | Total |
|----|--|----------------------|--------------------------|--------------------------|---------------|
| 1 | *Verde Sustainable Solutions, L3C | 8/13/2025 | \$ 54,658.64 | \$ 60,910.15 | \$ 115,568.79 |
| 2 | Eco Lighting Services and Technology LLC | 8/14/2025 | \$ 63,650.00 | \$ 78,500.00 | \$ 142,150.00 |
| 3 | Twin Supplies, Ltd. | 8/14/2025 | \$ 37,911.00 | \$ 43,589.00 | \$ 81,500.00 |
| 4 | Midgard Enterprises LLC | 8/14/2025 | \$ 57,000.00 | \$ 78,500.00 | \$ 135,500.00 |
| 5 | *Facility Solutions Group | 8/14/2025 | \$ 115,140.00 | \$ 146,090.00 | \$ 261,230.00 |
| 6 | | | | | \$ - |
| 7 | | | | | \$ - |
| 8 | | | | | \$ - |
| 9 | | | | | \$ - |
| 10 | | | | | \$ - |

Note: For the following two vendors, the amount in figures differed from the amount spelled out.

*Verde Sustainable Solutions, L3C - lower area amount spelled out: Fifty-four thousand six hundred fifty-eight and fifty-six cents

*Facility Solutions Group - upper area amount spelled out: One hundred forty thousand ninety dollars and no cents

MEMO – PUBLIC USE AND CONDUCT POLICY REVIEW

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: August 21, 2025
Re: 2025 Policy Review Project and Review of Public Use and Conduct Policy

Comments: We are about ¾ of the way 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 (in progress)
 - d. Use of Facilities (in progress)
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 **Public Use and Conduct Policy** in the Use of Facilities category.

1. Public Use and Conduct Policy Updates

- a. Combined the following policies into a single document:
 - i. Concealed Carry Policy
 - ii. Denial of Service Policy
 - iii. Library Parking
 - iv. Library Policy on Unattended and/or Disruptive Children
 - v. Public Cell Phone Policy
 - vi. Public Food and Drink Policy
 - vii. Smoking
- b. Added a Purpose section that outlines the goals of the policy. (IA,B)
- c. Consolidates general conduct rules into a single section. (IIA)
- d. Highlights harassment and illegal activities as specific conduct violations. (IIB, E)

-
- e. Removed the prohibition on photo/video recording to become compliant with Illinois and Federal law (first amendment rights).
 - f. Removed the hot meal permission in the second floor café/vending area.
 - g. Added the requirement for a “responsible caregiver” to supervise children under the age of 9 (IIC).
 - h. Added a specific statement that the library does not serve *in loco parentis* for minors (IIC2).
 - i. Added “lookalike” weapons to the prohibition of weapons in the library (IIE7).
 - j. Added an “Enforcement” section outlining consequences for policy violation as supported by state law.
-

Public Use and Conduct Policy

I. Purpose

- A. The Mount Prospect Public Library's Public Use and Conduct Policy is designed to:
 - a. Ensure that all patrons can use and enjoy library materials, services, and facilities without unreasonable interference or disturbance by others.
 - b. Maintain a secure and comfortable environment for all patrons and staff.
 - c. Reserve the right of the library to respond to any and all conduct that disrupts the normal operation of the library or causes safety concerns.
- B. This policy applies to patrons on all library property, including the library buildings and grounds, its online environment, and during phone calls with staff.

II. Conduct at the Library

- A. Courtesy and respect for others are essential in a shared, public space. Patrons are expected to follow general conduct guidelines, including but not limited to:
 - 1. Shoes and appropriate clothing must be worn in the library.
 - 2. Personal transportation devices are not permitted inside the library buildings, including but not limited to skateboards, bicycles, and scooters. Medically necessary mobility aids such as wheelchairs and walkers are permitted.
 - 3. Patrons must keep personal belongings with them at all times. The library is not responsible for lost, stolen, or unattended items. Personal items left unattended are subject to removal from the library.
 - 4. Continued or excessive noise is not permitted, especially in designated quiet areas. Devices should be silenced, and speakerphone use is only permitted in private areas such as a study room.
 - 5. Running, shoving, roughhousing, or any physical behavior that causes distraction, damage, or risk of injury is not permitted.
 - 6. Inadequate hygiene that interferes with other patrons' use of the library will result in the patron being asked to leave and return when the issue is corrected.
 - 7. Restrooms are not to be used for bathing, laundering, personal grooming, or shaving.
 - 8. Habitual or prolonged sleeping in the library is not permitted.
 - 9. Selling, soliciting, distribution of leaflets, and loitering are not permitted on library property.
 - 10. Adults not accompanied by children may be asked to leave spaces designated for children. Adults are not permitted in designated teen spaces.
 - 11. Only working service animals as defined by Title II of the Americans with Disabilities Act are allowed in the library, except during scheduled library programs involving animals.
 - 12. Full meals, foods that may create spills or crumbs, and items with strong odors are not permitted in the library. Covered, non-alcoholic beverages and small snacks are allowed in most areas, except near computer stations. For the safety of patrons with allergies, peanuts are not permitted in the Youth Department.
 - 13. Behavior of any kind that is dangerous to patrons or staff is not permitted.
 - 14. Visitors are expected to follow reasonable requests and directions given by staff.
- B. Harassing patrons or staff, including verbal, sexual, or physical harassment or abuse, is not permitted. Examples include, but are not limited to the following:

Mount Prospect Public Library
Public Use and Conduct Policy

1. Shouting or using profane or inappropriate language.
 2. Using threatening language, gestures, or physical acts.
 3. Staring at or following an individual or invading another's personal space.
 4. Unwelcome questions or comments of a personal nature.
 5. Touching other patrons or staff.
- C. Children under the age of 9 may not be left unattended anywhere in the library. Children under the age of 9 must be accompanied and directly supervised by a responsible caregiver at all times, in all areas of the library and on its grounds. A "responsible caregiver" is defined as a person age 14 or older who is present in the library and remains attentive to the child's location and conduct.
1. Unattended children age 9 and up are free to utilize the library as long as needed, provided their behavior is not disruptive to other patrons or staff.
 2. Staff do not serve *in loco parentis* (in the place of a parent or guardian). Parents, guardians, and responsible caregivers are solely accountable for the supervision, safety, and behavior of children in the library and on library grounds, regardless of the child's age.
 3. If a parent or responsible caregiver of a child under the age of 9 cannot be located, or if the library is closing, staff will contact the Mount Prospect Police Department for assistance.
- D. Parking in the garage beneath the library is limited to patrons and authorized vehicles during hours when the library is open.
1. Only vehicles authorized by the library may be in the underground parking garage during closed hours.
 2. Parking regulations posted by the library and/or the Village of Mount Prospect must be observed at all times. Vehicles in violation of parking regulations are subject to towing and/or parking fines.
 3. The library assumes no liability or responsibility for damage to any vehicle using the parking garage.
- E. Engaging in any illegal act or violating any federal, state, or local law is not allowed. Examples include, but are not limited to the following:
1. Fighting, provoking violence, threatening to harm someone or inciting others to do so.
 2. Assaulting patrons or staff.
 3. Damaging, defacing, or stealing library property or the property of others.
 4. Possessing, consuming, or being under the influence of alcohol, controlled substances (legal or illegal), or related paraphernalia.
 5. Smoking or tobacco use anywhere in the library or within 15 feet of building entrances and air intakes, including e-cigarettes or vaping (Per Illinois Public Act 095-0017).
 6. Acts of public indecency.
 7. Carrying firearms and/or weapons of any type, including lookalike weapons. The library adheres to Illinois State Law (Public Act 98-63, the Firearm Concealed Carry Act, 430 ILCS 66) which prohibits the carrying of any weapon, concealed or partially concealed, in any building, real property, or parking area under the control of a public library.

III. Enforcement

- A. This policy cannot anticipate every possible scenario or behavior. The library reserves the right to determine whether a patron is in violation of this policy.
- B. Enforcement may include separating patrons, contacting parents of minors, asking for police assistance, or other responses appropriate to the situation.

Mount Prospect Public Library
Public Use and Conduct Policy

- C. As per 75 ILCS 5/4-7.11, violation of this policy may lead to loss of library privileges which may include temporary suspension, suspension pending authorization to return by Administration or the Board of Library Trustees, or permanent banning from the library.
- D. The library will call 911 for emergency assistance when an unsafe, dangerous, or illegal situation arises.

DRAFT

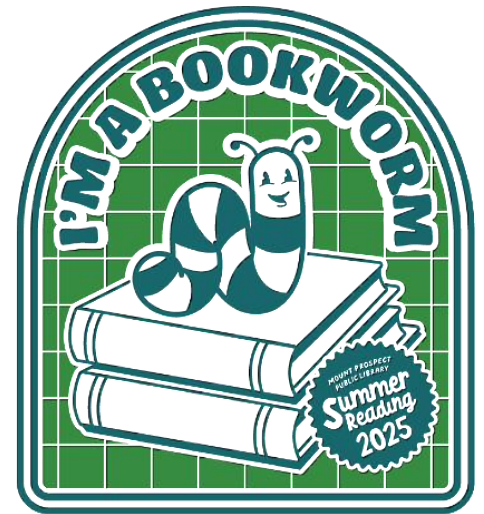
Revision History

This policy incorporates and replaces the previous Concealed Carry Policy, Denial of Service Policy, Library Parking, Library Policy on Unattended and/or Disruptive Children, Public Cell Phone Policy, Public Food and Drink Policy, and Smoking. Approved xx/xx/xxxx.

July 2025

Summer Reading 2025

- 1) Youth had 2,728 children registered for Summer Reading (up 17% from last year), with 1,406 children finishing the program (up 16% from last year).
- 2) Teen had 595 registrations, a roughly 8% increase over 2024. 54% of these registrants read at least 300 minutes (up 2% from last year) and 47% completed the program with at least 600 minutes (a 16% increase in completions from 2024). This participation represents an all-time high for the program.
- 3) Adult easily had its strongest year ever. 1,503 adult patrons registered, a 38% increase from 2024. 49% of adult registrants read at least 300 minutes (a 32% increase compared to last year) and 42% completed the program with at least 600 minutes (a 47% increase in completions from 2024). The library has made great strides in promoting Summer Reading as an activity for adults, successfully communicating that it's not just for kids.
- 4) South Branch saw increases in Teen and Adult registrations and increases in Youth and Adult completions:
 - a. SB Youth: 101 registered (2% decrease); 43 completions (6% increase).
 - b. SB Teen: 29 registered (27% increase); 6 completions (17% decrease).
 - c. SB Adult: 115 registered (35% increase); 46 completions (10% increase).
- 5) Special thanks to all the staff and board members who wore their Summer Reading T-shirts to represent the library in the 4th of July parade!
- 6) On Instagram, the *Summer Reading T-Shirt Reveal* reel saw high engagement with: accounts engaged, 83; interactions, 100; shares, 20.
- 7) Youth Summer Reading Volunteer Program
 - a. We created a volunteer program this year, where teens entering grades 7-12 could sign up for one two-hour shift a week. During their shift, teens sat at the Summer Reading table in the Youth department, registering kids for Summer Reading, checking in their progress, and distributing prizes.
 - b. We had 44 students volunteer for a total of 713 hours over June and July, which counted for their school service hour requirements.



Mount Prospect Public Library



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Fiction/AV/Teen

- 1) Summer Reading activity led to a busy month of check ins and prize redemptions at the Fiction/AV/Teen desk. Book Bingo and Movie Bingo got a boost from patrons looking for a new challenge after completing Summer Reading.
- 2) July teen programming highlight was "Teen Snack Science: Lemonade Lab." Attendees created color changing lemonade by using a tea that worked as a PH indicator and rainbow layered lemonade as they learned about liquid density.
- 3) The adult FAVT programming highlight was "The History of Simon & Garfunkel," which attracted a healthy turnout of 49 participants.



South Branch & Community Engagement

- 1) There were a couple of welcome new additions to the South Branch/CCC, including two tables for adult seating and a water cooler located in the vestibule, so that all visitors to the Center have access to fresh water.
- 2) There was a packed house for our summer concert with "Wendy and DB" who performed kid-friendly blues music that our young patrons enjoyed dancing and singing along to.
- 3) We created a display highlighting the Explore More Illinois program, featuring books and activities representing various cultural and recreational attractions available to Illinois cardholders through this program. Our South Branch mascot, Lanita the Llama, visited several of these attractions and young patrons guessed where Lanita had been from photos of her on location.
- 4) Over 500 people visited our tables at the Downtown Block Party where they enjoyed exploring items from our Library of Things collection, including several yard games and tabletop interactive toys and games. We had a very popular tattoo station as well as fun giveaways and promotional materials.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Youth Services

- 1) For our Outreach Summer Reading Program, 13 preschools were visited twice, with attendance of 1,386 people for June and July, where we handed out 779 books (their prize for completing the program). For the older crowd, we saw 510 kids at programs that met in July and passed books out to all participants.
- 2) We teamed up with the Youth department at the Prospect Heights Public Library to present "Storytime in the Park." Staff members from each library created and presented a storytime together for two of the four sessions. In July, we held "Storytime in the Park" at Sycamore Trails, in partnership with River Trails Park District. It was a success, with 209 people in attendance.
- 3) July was a busy month for programs. Wiggle and Giggle was a juggernaut with 1,103 attendees for the month (two sessions on Wednesday and Friday mornings). Good Morning Sunshine also drew in a large crowd, with 500 people for three concerts in July on Monday mornings. "Bubble Party at Pocket Park" had 146 in attendance, and it was one of the programs that helped celebrate the end of summer.



Circulation

- 1) While June felt like a landmark month for statistics, the July circulation statistics blew even June out of the water. Checkouts (both physical and e-media), door counts, and Library of Things usage all increased in July.
- 2) The increased library usage kept Circulation very busy, and it was often a struggle to keep up with shelving throughout the month. We have been drowning in books all summer (but a good problem to have)!
- 3) Some comments from patrons to staff at the desk:
 - a. MPPL is great!
 - b. Staff are so friendly and helpful.
 - c. Many comments about how amazing the Youth Summer Reading decorations were.
- 4) One of our newer staff, Kateryna, has been putting her multilingual skills to use for the library. After noticing that MPPL's Russian collection could use some updating with some newer and more popular titles, she offered to share



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

some suggestions for titles the library might want to add. She is working on suggestions for both adult and youth titles to share with selectors, to potentially help enrich and expand our Russian collection. This has been incredibly helpful given the influx of Ukrainian and Russian patrons that are new to the Mount Prospect area recently.



Research

- 1) "Artificial Intelligence – The Good, the Bad, and the Ugly" (in-person) was Research's highest attended program with 62 participants.
- 2) We gave a presentation for the Mount Prospect Historical Society's History Camp at the schoolhouse. Ten children were in attendance, and afterwards the group walked to the library to view the genealogy room.
- 3) Database usage statistics were at an all-time high in July with a total of 65,000 activities (up from 60,804 in June) across all of our online resources. PressReader and the *New York Times* were the most popular and accounted for 67% of the total.



Patron Services

- 1) We distributed 82 museum passes in July – the highest number of passes in a single month to date.
- 2) Along with IT, we tested the 3CX phone system for sound quality, ease of use, potential bugs or issues, and general performance for all of July. Everything went great, and we're excited to get to the next stage of integration for roll out in September.
- 3) Jimmy Stefanis's National Parks Display case is amazing. Several patrons have taken pictures of it, and we get compliments about it daily.

Human Resources & Learning

- 1) Number of open positions: 4. Copy Cataloger (FT), Youth Assistant Department Head (FT), Janitor (PT), South Branch Patron Assistant (PT)
- 2) Number of vacant positions filled: 2. Circulation Desk Assistants (PT)
- 3) Number of separations: 4
- 4) Staff anniversaries: None
- 5) Due to higher than normal increases on our medical premium rates, we identified changes to our plan designs for 2026, which will be presented at the September 4 Finance Committee meeting as part of the overall budget.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Building & Security

- 1) We continued our work on the second-floor study rooms and completed rooms 2I and 2C. This work consists of removing the fabric acoustic panels and replacing them with sound deadening drywall, along with patching and painting the walls.
- 2) As per our capital improvement plan and 2025 budget, we replaced the split A/C unit in our server room.



Technical Services

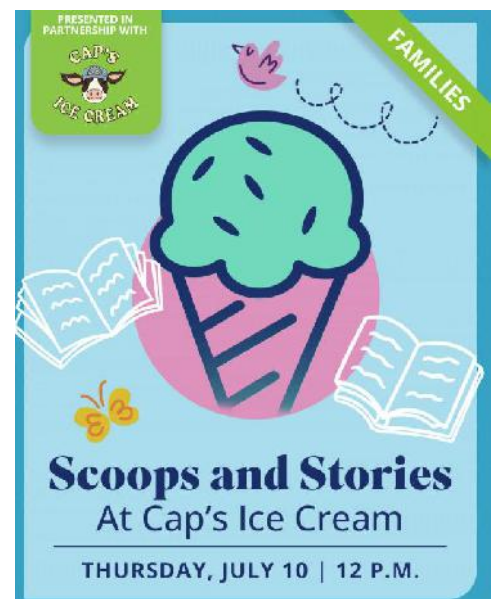
- 1) In July we began working on a category adjustment in the Library of Things Junior collection. The STEAM category has been renamed Learn and now contains all STEAM Kits, any items from the Reading category that are not Tonie, Yoto, or Story Dream Machine related, as well as a handful of items from other categories that fit better. The change from STEAM to Learn not only opens the category up to a wider array of possible items to include but makes discovering our more education focused items much easier for patrons.
- 2) The end of the month saw reclassification work completed on the Reference collection. In anticipation of collection changes that will be made to coincide with Project B, Research staff identified items from the Reference collection that they wished to move into the circulating collection.

Information Technology

- 1) The IT department collaborated with our internet service providers to activate a higher circuit, upgrading our connection line to enhance overall network performance. This transition was strategically scheduled after library hours to ensure there was no disruption to staff or daily operations.
- 2) We completed the upgrade of all the meeting room computers at both the Main Library and South Branch locations to Windows 11. Transitioning to Windows 11 ensures continued access to critical security updates and support, as Windows 10 approaches its end-of-life.

Marketing

- 1) "Scoops and Stories at Cap's Ice Cream" Instagram post outperformed the SRP T-shirt reveal in reach and views, with 1.2k accounts reached (vs. SR's 775) and 1.3k views (vs. SR's 1.1k). This boost can probably be attributed to collaboration benefits as Cap's was tagged in the post. Across Instagram, most views came from non-followers, reinforcing that collaborative content and strategic tagging extend our reach beyond our usual audience.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) Our e-newsletters for General Interest, Parent – Caregiver, and Business, Career & Personal Finance all had open rates between 50-67%. A new e-newsletter is being planned for Elementary School Staff and will launch in August.
- 3) We spent time with our marketing consultant from Stacks Consulting reviewing and providing feedback on timeline feasibility, baseline data needs, underused channels, and marketing automation tools for the library’s upcoming marketing plan. The plan is in its final review stages and will be presented at the September 18 Board Meeting.
- 4) Our 430-word editorial promoting end-of-summer programming, Tiny Art Show, and One Book, One Village was featured in the July 23 issue of the *Mount Prospect Journal*.



Friends of the Mount Prospect Public Library

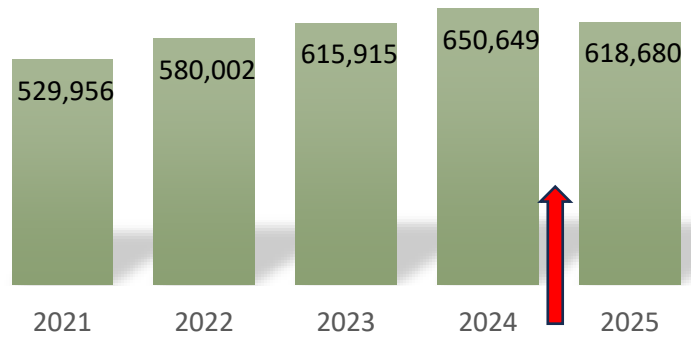
- 1) The summer book sale did very well and included lots of video games, vinyl records, classic books, toys and activity sets, posters, artwork, garage sale items, and a special "Shark Week" collection.
- 2) Book sale shelves located in the Youth department were moved near the aquarium for better placement. New signage will be produced.
- 3) The Board is assessing locations of community book sale yard signs to help determine how many to order to cover open areas within the village.

Mount Prospect Public Library Foundation

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

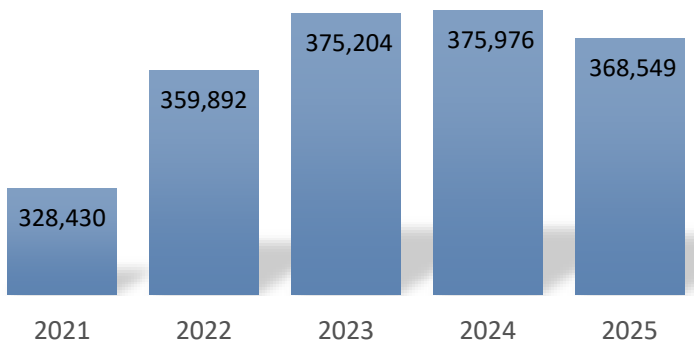
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Overall Circulation YTD

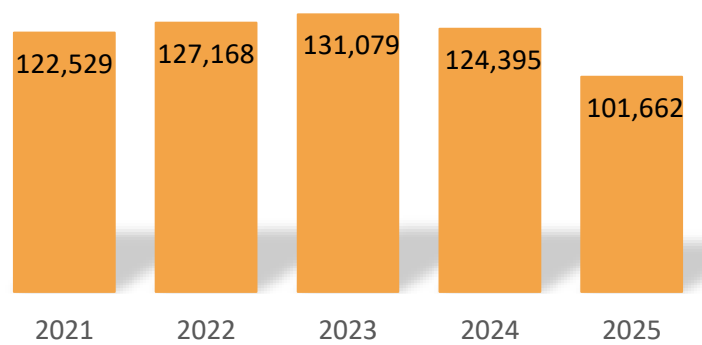


New ILS
Differences in statistics collection

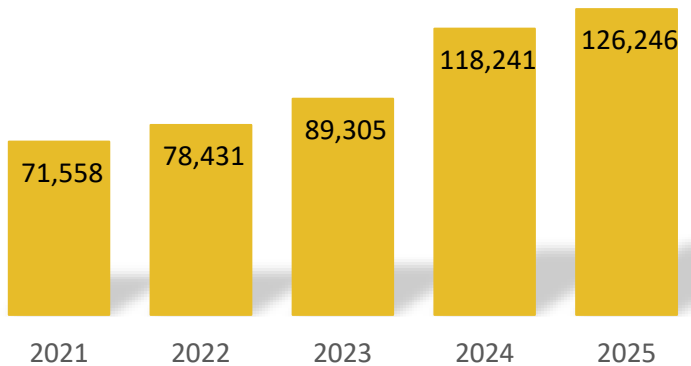
Book Circulation YTD



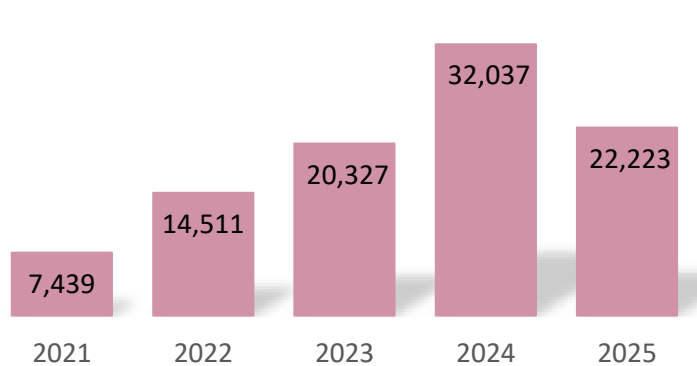
AV Circulation YTD



eMedia Circulation YTD

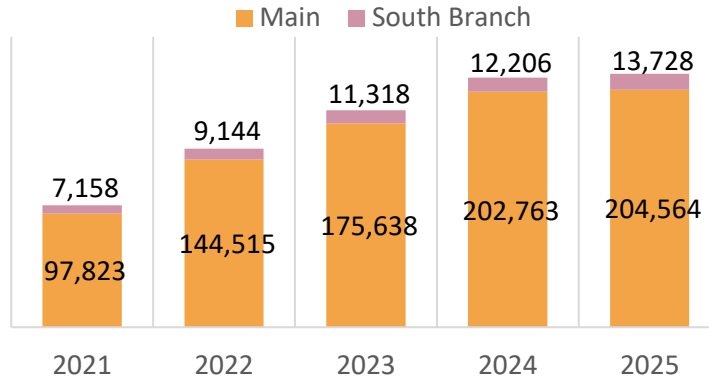


LoT Circulation YTD

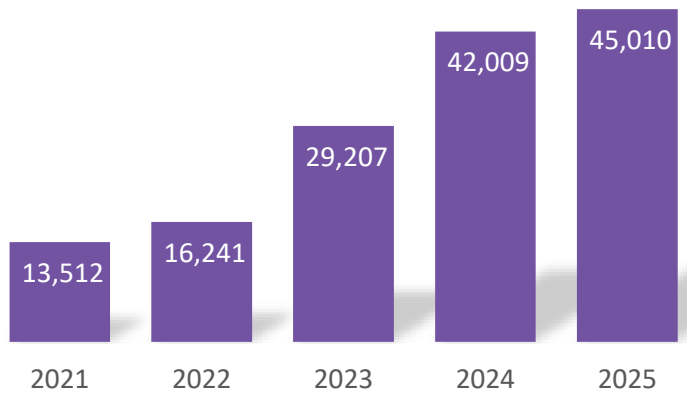


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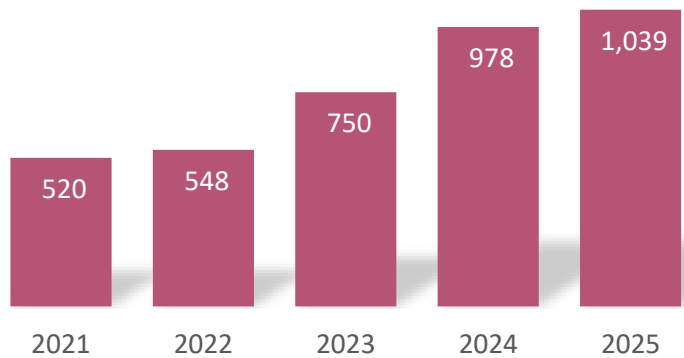
2025 Door Count - YTD



Program Attendance YTD

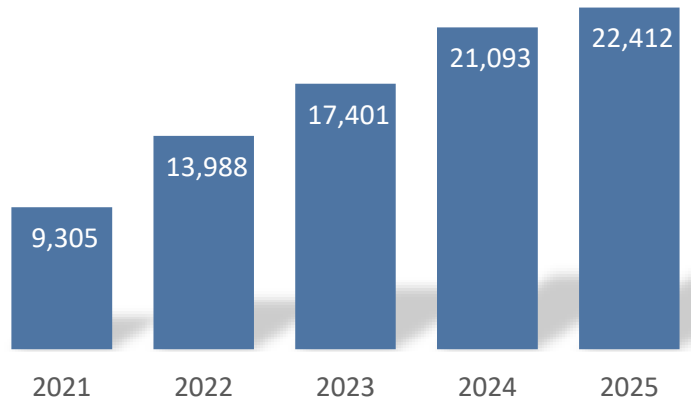


Number of Programs YTD

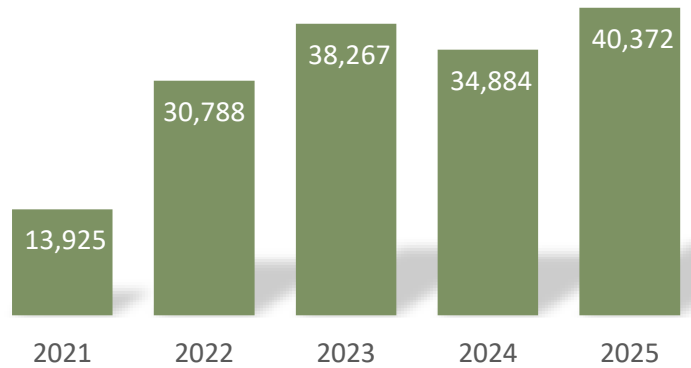


Mount Prospect Public Library
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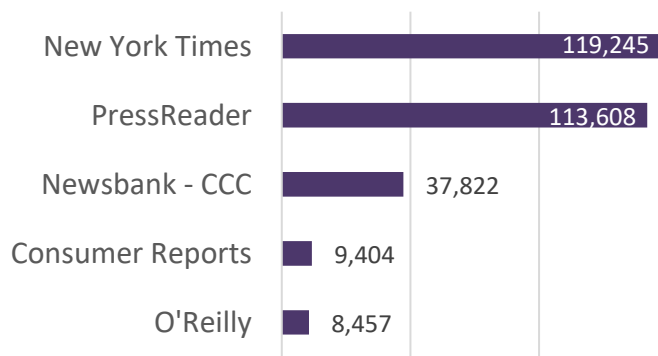
Public Computer Hours Usage YTD



Wireless Unique Users YTD



2025 YTD Top 5 Databases



Strategic Plan Progress Report

Items Completed in July 2025

1. No new items were completed in July.

Selected In Progress Items

1. **2nd Floor Renovation (A1B).** Identify implementation timeline and funding of the facility Master Plan for the Main Library.
 - a. The Board reviewed the Design Development budget at the July 17 Board meeting, and we are moving into the bid documentation phase.
 - b. We are on track with the general timeline of the project:
 - i. July 18 – September 18 – Finalize all details and create bid documents
 - ii. September 19 – Send final bid documents to construction manager
 - iii. October 13 – issue bids
 - iv. November 20 – Board review and approve bids
 - v. February – September 2026 construction
 - c. As discussed at the June and July Board meetings, we have been investigating ComEd energy grants to help offset the cost of the LED retrofit in Project B. We issued a bid on July 24, and the bid opening was held on August 14. The lowest responsible bidder will be recommended for approval to the Board at the August 21 Board meeting. We expect the work to be completed by the end of 2025.
2. **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. Diving Florida's Wreck Trek held on 7/9/25
 - b. Drop-in VR Experience held on 7/10/25 and 7/12/25
 - c. Artificial Intelligence: The Good, the Bad, and the Ugly held on 7/16/25
 - d. YouTube recordings posted after the program was held:
 - i. Stories From Chicago's LGBTQ+ History (39 views) June-July 2025
 - ii. Financial Checkup for Retirees (16 views) July 2025
 - iii. Coming to America: The Immigrant Experience (19 views) July 2025
 - iv. Artificial Intelligence: The Good, the Bad, and the Ugly (124 views) July 2025