

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

Regular Board Meeting
September 18, 2025, 6:00 p.m.

Meeting Room B

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 August 21, 2025 **(5-7)**
 - b. Minutes of Finance Committee Meeting of September 4, 2025 **(8-9)**
 - c. August 2025 Bills and Financial Reports **(10-26)**
5. **Marketing Plan Presentation, Molly Castor, Stacks Consulting Group, LLC (27-33)**
6. **Approve Resolution No. 2025-4 Certifying the 2026 Appropriation Budget and 2025 Tax Levy, 2026 Working Budget, and 2026 Salary Structure (34-52)**
7. **Approve 2025 Capital Projects Fund Budget Amendment (53)**
8. **Review/Approve Public Signage and Display Policy and Public Solicitation and Distribution Policy (54-58)**
9. **Review Executive Director Evaluation Timeline (59)**
10. **Executive Director Report (3-4)**
 - a. August 2025 Library Activity Report **(60-70)**
 - b. Strategic Plan Update **(71-72)**
 - c. Project B update
11. **Trustee Reports and Comments**
12. **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.
13. **Reconvene Open Session**

Make determinations resulting from the closed session.

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

14. Upcoming Meetings and Events Calendar

- a. September 22 – Foundation Board Meeting – Sylvia Fulk
- b. October – Meet the Board – Sylvia Fulk
- c. ~~October 2, 6:00 p.m. – Personnel Committee Meeting for Executive Director evaluation (reschedule)~~
- d. October 16, 6:00 p.m. – Regular Board Meeting
 - i. Third Quarter Financial Review
 - ii. Review Per Capita Grant requirements (Standards 4.0 checklists)
- e. October 18-19 – Friends Book Sale
- f. October 27 – Foundation Board Meeting – Sylvia Haas
- g. Wednesday, November 5, 7:00 p.m. – Village First Levy Reading (tentative)
- h. Thursday, November 6, 6:00 p.m. – Joint Boards Dinner
- i. Tuesday, November 18, 7:00 p.m. – Village Final Levy Reading (tentative)

15. Adjournment

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Board of Trustees

**Library Director Report
September 18, 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. **Marketing Plan Presentation.** This is agenda item number 5. As per our strategic plan, as well as the 2025 Executive Director goals, we have engaged with a consultant to create a formal Marketing Plan. The library issued an RFQ in December 2024 and selected Stacks Consulting Group after interviewing candidates. Molly Castor from Stacks will present the plan at the meeting.
3. **2026 Budget and 2025 Levy.** This is agenda item number 6. The Finance Committee met on September 4 and reviewed the draft 2026 budget in detail. The committee confirmed the proposed levy request and did not request any changes to expenditures. The committee recommended that the full Board approve the 2026 budget and associated documents as presented.

Typically, the Executive Director and interested Trustees attend the Village's first levy reading. This year the tentative date is scheduled for Wednesday, November 5 at 7:00 p.m.

2026 Budget Approval Language

"Based on the Finance Committee's recommendation, I move to approve Resolution No. 2025-4 Certifying the 2026 Appropriation Budget and 2025 Tax Levy, the 2026 Working Budget, and the 2026 Salary Structure as presented."

4. **Approve 2025 Capital Projects Fund Budget Amendment.** This is agenda item number 7. The Finance Committee also reviewed the proposed 2025 Capital Projects Fund Budget Amendment on September 4 and did not request any changes. The committee recommended that the full Board approve the 2025 Capital Projects Fund Budget Amendment.

2025 Capital Projects Fund Budget Amendment

"Based on the Finance Committee's recommendation, I move to approve the 2025 Capital Projects Fund Budget Amendment as presented."

5. **Review/Approve Public Signage and Display Policy and Public Solicitation and Distribution Policy.** This is agenda item number 8. This month we will review the Public Signage and Display Policy and Public Solicitation and Distribution Policy. Please see the memo in the packet for a summary of the changes.
6. **Review Executive Director Evaluation Timeline.** This is agenda item number 9. President O'Sullivan and Executive Director Reynders have discussed shifting the evaluation timeline in order to allow for a calendar year evaluation. In the past the evaluation period was from

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September to September, which does not align with how we have structured our strategic plan goals. Included in the packet is a proposed new timeline for review and discussion.

7. Upcoming Dates to Remember

- a. Wednesday, November 5, 2025, 7:00 p.m. – Village First Levy Reading (tentative)
- b. Thursday, November 6, 2025, 6:00 p.m. – Joint Boards Dinner

**Regular Board Meeting
August 21, 2025
South Branch, 1711 W. Algonquin Road, Mount Prospect
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 6:07 p.m. by Mary Anne Benden, Vice President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Andrea Shaeffer

Absent: Kristine O'Sullivan

Staff Present: Anne Belden, Patrick Brickley, Jo Broszczak, Elizabeth Colín, Beth Corrigan-Buchen, Malachi Kohlwey, Elizabeth Ludemann, Su Reynders, Megan Smith

Visitors: Other unidentified visitor

3. Public Comment

There was no public comment.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of July 17, 2025
- b. July 2025 Bills and Financial Reports
- c. Approve Library Closing on Friday, November 7, 2025 for Staff In-Service Day

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

5. Spanish Computer Basics: 1-on-1 Technology Appointments

Elly Colín, South Branch Assistant Manager gave a presentation on Spanish Computer Basics: 1-on-1 Technology Appointments. She explained that patrons are being offered individual appointments conducted in Spanish to help them learn basic computer skills, noting that South Branch serves a large Hispanic population.

6. One Book, One Village Title Reveal

Elizabeth Ludemann, Assistant Department Head of Fiction/AV/Teen gave a presentation on the 2025 One Book, One Village community read title, *Remarkably Bright Creatures* by Shelby Van Pelt. Elizabeth reviewed the programming opportunities being offered including a new "Afternoon Tea Social."

7. Approve bid from Twin Supplies, Ltd. for 2025 LED Retrofit & Lighting Project for \$81,500
Executive Director Reynders introduced Patrick Brickley, the new Facilities and Security Manager. Director Reynders reported that five bid packets were received for the 2025 LED Retrofit & Lighting Project and recommended awarding the bid to Twin Supplies, Ltd. as the lowest responsible bidder.

Motion was made by Trustee Benden and seconded by Trustee Gilligan to approve the bid from Twin Supplies, Ltd. for the 2025 LED Retrofit & Lighting Project for \$81,500 as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, Shaeffer. NAYS: None. ABSENT: O'Sullivan. ABSTAIN: None. Motion carried.

8. Review/Approve Public Use and Conduct Policy
Trustees reviewed the Public Use and Conduct Policy and requested two amendments: Section II 10: to add "designated for children and teens" and to remove the sentence "Adults are not permitted in designated teen spaces."

Motion was made by Trustee Bass and seconded by Trustee Fulk to approve the Public Use and Conduct Policy as amended. 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 Employee Handbook (Personnel Code) will be revised into a more accessible, easy-to-read format to enhance staff understanding and usability.

Trustees discussed the meeting schedules of various agencies to identify the most suitable day for hosting a Civic Connections event. The Board agreed that Mondays are preferable and tentatively scheduled the event for February 2026.

10. Trustee Reports and Comments
Trustee Gilligan reported that he hosted a Meet the Board session on Friday, August 15 from 1-3 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 Benden and seconded by Trustee Fulk to adjourn to closed session at 6:59 p.m. Voice vote carried.

12. Reconvene Open Session
Open session was reconvened at 7:14 p.m.

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

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:15 p.m. Voice vote carried.

Sylvia M. Haas, Secretary

**Finance Committee Meeting
September 4, 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

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

Committee Members Absent: None

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

Visitors: None

Trustees acknowledged that Trustee Bass was attending the meeting virtually as per 5 ILCS 120/7 (a).

3. Public Comment

There was no public comment.

4. Review Draft 2026 Budget and 2025 Tax Levy

Finance and Facilities Director Malachi Kohlwey presented the draft 2026 budget and addressed questions related to revenue and expenditures. Human Resources Manager Suzanne Yazel provided an overview of the 2026 salary and benefit expenses, including anticipated changes to the health insurance coverage.

Trustees discussed a proposed amendment to the 2025 Capital Projects Fund budget, which includes the addition of the garage level retaining walls, the LED Retrofit & Lighting Project, and the preconstruction expenses for Project B.

Trustees noted that a formal recommendation for the 2026 budget and related documents will be brought to the Board for approval at the Regular Board Meeting on September 18, 2025.

5. Upcoming Meetings and Events Calendar

- a. September – Meet the Board – Mary Anne Benden
- b. September 18, 6:00 p.m. – Regular Board Meeting
 - i. Approve 2026 Appropriation Budget and 2025 Tax Levy
- c. September 22 – Foundation Board Meeting – Sylvia Fulk

- d. October 2, 6:00 p.m. – Personnel Committee Meeting
 - i. Executive Director evaluation

6. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Finance Committee meeting at 6:56 p.m. Voice vote carried.

Sylvia M. Haas, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of August 31, 2025

Library General Fund	5,807,646.34
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,676,814.95
Debt Service Fund	0.00
Gift Fund	566,966.28

Total All Funds	\$ 14,167,473.83
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Disbursements August 2025

\$ 842,772.61

Financial Summary

Fund Balances

Library General Fund	\$	5,807,646.34
Annual Operating Budget 2025	\$	11,413,210.00
General Fund - Months in Reserve		6.1
General Fund - Percent in Reserve		50.9%

YTD Spending Summary

- * We're on target with spending, and our YTD percentage expended is 64.4%
- * Last year at this time, we had expended 63.4%

Levy Collection

- * To date, 52.07% of the total Tax revenue has been collected

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Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 08/31/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$39,251.67	\$0.00	\$0.00	\$0.00	\$0.00	\$39,251.67
Illinois Per Capita Grant	\$83,856.70	\$0.00	\$0.00	\$0.00	\$0.00	\$83,856.70
Interest Income	\$20,298.74	\$0.00	\$22,255.18	\$0.00	\$0.00	\$42,553.92
Miscellaneous Fees	\$2,475.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,475.38
Friends Reimbursement	\$2,965.75	\$0.00	\$0.00	\$0.00	\$0.00	\$2,965.75
Foundation Reimbursement	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Miscellaneous Income	\$105.00	\$0.00	\$0.00	\$0.00	\$76.09	\$181.09
Total Revenues	\$149,953.24	\$0.00	\$22,255.18	\$0.00	\$76.09	\$172,284.51
Expenses						
Salaries & Benefits	\$653,040.47	\$0.00	\$0.00	\$0.00	\$0.00	\$653,040.47
Management Expense	\$35,181.95	\$0.00	\$0.00	\$0.00	\$0.00	\$35,181.95
Operating Expense	\$16,491.16	\$0.00	\$0.00	\$0.00	\$0.00	\$16,491.16
Building Expense	\$71,523.98	\$0.00	\$0.00	\$0.00	\$0.00	\$71,523.98
Library Materials	\$62,976.08	\$0.00	\$0.00	\$0.00	\$0.00	\$62,976.08
Reimbursable Expense	\$3,961.50	\$0.00	\$0.00	\$0.00	\$0.00	\$3,961.50
Capital Outlay	\$0.00	\$0.00	\$25,403.40	\$0.00	\$0.00	\$25,403.40
Total Expenses	\$843,175.14	\$0.00	\$25,403.40	\$0.00	\$0.00	\$868,578.54
BEGINNING FUND BALANCE	\$6,500,868.24	\$2,116,046.26	\$5,679,963.17	\$0.00	\$566,890.19	\$14,863,767.86
NET SURPLUS/(DEFICIT)	(\$693,221.90)	\$0.00	(\$3,148.22)	\$0.00	\$76.09	(\$696,294.03)
ENDING FUND BALANCE	\$5,807,646.34	\$2,116,046.26	\$5,676,814.95	\$0.00	\$566,966.28	\$14,167,473.83

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Revenue Report

For the Period Ended 08/31/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	\$39,251.67	\$5,805,959.49	\$11,150,060.00	\$5,344,100.51	52.07%	47.93%
Illinois Per Capita Grant	\$83,856.70	\$83,856.70	\$83,900.00	\$43.30	99.95%	0.05%
Interest Income	\$20,298.74	\$159,210.65	\$100,000.00	(\$59,210.65)	159.21%	(59.21%)
Fees	\$2,427.38	\$15,803.86	\$18,250.00	\$2,446.14	86.60%	13.40%
For Sale Items	\$48.00	\$286.75	\$400.00	\$113.25	71.69%	28.31%
Miscellaneous Income	\$105.00	\$7,468.24	\$0.00	(\$7,468.24)	0.00%	0.00%
Friends Reimbursement	\$2,965.75	\$24,543.07	\$44,400.00	\$19,856.93	55.28%	44.72%
Foundation Reimbursement	\$1,000.00	\$7,405.52	\$11,200.00	\$3,794.48	66.12%	33.88%
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	\$149,953.24	\$6,104,534.28	\$11,408,210.00	\$5,303,675.72	53.51%	46.49%
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	\$22,255.18	\$187,255.36	\$0.00	(\$187,255.36)	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	\$22,255.18	\$187,255.36	\$0.00	(\$187,255.36)	0.00%	0.00%

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Revenue Report

For the Period Ended 08/31/2025

<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	\$76.09	\$119.57	\$5,000.00	\$4,880.43	2.39%	97.61%
Donations	\$0.00	\$945.64	\$0.00	(\$945.64)	0.00%	0.00%
Total Gift Fund	\$76.09	\$1,065.21	\$5,000.00	\$3,934.79	21.30%	78.70%

Mount Prospect Public Library

Expense Report

For the Period Ended 08/31/2025

<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	\$495,386.99	\$3,890,810.19	\$6,065,713.00	\$2,174,902.81	64.14%	35.86%
IMRF	\$43,427.11	\$234,772.76	\$365,463.00	\$130,690.24	64.24%	35.76%
MC/FICA	\$36,986.84	\$280,748.14	\$461,583.00	\$180,834.86	60.82%	39.18%
Medical Insurance	\$76,207.77	\$535,077.03	\$795,000.00	\$259,922.97	67.31%	32.69%
Life Insurance	\$148.15	\$1,208.30	\$3,000.00	\$1,791.70	40.28%	59.72%
Unemployment Compensation Tax	\$883.61	\$6,186.50	\$7,000.00	\$813.50	88.38%	11.62%
Total Salaries & Benefits	\$653,040.47	\$4,948,802.92	\$7,697,759.00	\$2,748,956.08	64.29%	35.71%
Management Expenses						
Audit	\$0.00	\$5,800.00	\$6,600.00	\$800.00	87.88%	12.12%
Legal Fees	\$4,881.25	\$8,123.75	\$10,000.00	\$1,876.25	81.24%	18.76%
Printing	\$15,825.15	\$73,517.39	\$100,000.00	\$26,482.61	73.52%	26.48%
Marketing	\$459.48	\$55,652.03	\$100,800.00	\$45,147.97	55.21%	44.79%
Professional Dues	\$1,069.00	\$8,805.00	\$14,500.00	\$5,695.00	60.72%	39.28%
Board Development	(\$2,307.08)	\$1,463.35	\$3,100.00	\$1,636.65	47.20%	52.80%
Human Resources	\$10,824.30	\$92,612.85	\$174,400.00	\$81,787.15	53.10%	46.90%
Other Operating	\$4,429.85	\$10,998.74	\$42,655.00	\$31,656.26	25.79%	74.21%
Total Management Expenses	\$35,181.95	\$256,973.11	\$452,055.00	\$195,081.89	56.85%	43.15%
Operating Expenses						
Telecommunications	\$5,682.58	\$35,707.71	\$34,900.00	(\$807.71)	102.31%	(2.31%)
Insurance	\$0.00	\$101,247.90	\$105,000.00	\$3,752.10	96.43%	3.57%
Office Supplies	\$1,969.62	\$15,050.75	\$30,050.00	\$14,999.25	50.09%	49.91%
Library Supplies	\$1,470.34	\$12,335.65	\$25,500.00	\$13,164.35	48.38%	51.62%
Postage	\$4,202.83	\$18,342.79	\$34,000.00	\$15,657.21	53.95%	46.05%
Contract Services	\$1,267.20	\$99,324.86	\$118,600.00	\$19,275.14	83.75%	16.25%
Software	\$1,898.59	\$81,061.81	\$141,375.00	\$60,313.19	57.34%	42.66%
Total Operating Expenses	\$16,491.16	\$363,071.47	\$489,425.00	\$126,353.53	74.18%	25.82%

Mount Prospect Public Library

Expense Report

For the Period Ended 08/31/2025

	<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	\$3,884.76	\$128,466.84	\$156,710.00	\$28,243.16	81.98%	18.02%
Hardware & System Maintenance	\$41,524.43	\$142,321.44	\$148,525.00	\$6,203.56	95.82%	4.18%
Janitorial	\$5,404.66	\$49,815.57	\$79,300.00	\$29,484.43	62.82%	37.18%
Equipment	\$18,074.33	\$93,746.11	\$192,220.00	\$98,473.89	48.77%	51.23%
Utilities	\$2,635.80	\$32,935.80	\$47,951.00	\$15,015.20	68.69%	31.31%
Total Building Expenses	<u>\$71,523.98</u>	<u>\$447,285.76</u>	<u>\$624,706.00</u>	<u>\$177,420.24</u>	<u>71.60%</u>	<u>28.40%</u>
Services and Resources						
Adult Print	\$12,045.58	\$126,375.92	\$256,800.00	\$130,424.08	49.21%	50.79%
Adult AV	\$2,482.45	\$17,736.50	\$33,400.00	\$15,663.50	53.10%	46.90%
Youth Print	\$8,341.37	\$84,025.91	\$177,800.00	\$93,774.09	47.26%	52.74%
Youth AV	\$3,295.98	\$14,018.59	\$24,000.00	\$9,981.41	58.41%	41.59%
Magazines	\$317.93	\$14,408.87	\$18,600.00	\$4,191.13	77.47%	22.53%
Electronic Resources	\$3,496.54	\$103,263.45	\$190,000.00	\$86,736.55	54.35%	45.65%
Digital Media	\$23,271.06	\$252,978.46	\$338,065.00	\$85,086.54	74.83%	25.17%
E-Learning	\$0.00	\$42,792.19	\$50,000.00	\$7,207.81	85.58%	14.42%
Library of Things	\$2,268.52	\$50,362.56	\$75,000.00	\$24,637.44	67.15%	32.85%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$1,922.75	\$21,715.78	\$28,000.00	\$6,284.22	77.56%	22.44%
Programs	\$5,533.90	\$58,802.78	\$101,300.00	\$42,497.22	58.05%	41.95%
Total Services and Resources	<u>\$62,976.08</u>	<u>\$787,149.21</u>	<u>\$1,293,665.00</u>	<u>\$506,515.79</u>	<u>60.85%</u>	<u>39.15%</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	\$1,050.84	\$7,829.16	\$11,200.00	\$3,370.84	69.90%	30.10%
Friends Expenses	\$2,910.66	\$27,702.29	\$44,400.00	\$16,697.71	62.39%	37.61%
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>\$3,961.50</u>	<u>\$35,531.45</u>	<u>\$55,600.00</u>	<u>\$20,068.55</u>	<u>63.91%</u>	<u>36.09%</u>

Mount Prospect Public Library

Expense Report

For the Period Ended 08/31/2025

		<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		\$843,175.14	\$6,838,813.92	\$11,413,210.00	\$4,574,396.08	59.92%	40.08%
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%
<u>Capital Project Fund</u>							
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	\$25,403.40	\$192,428.40	\$250,000.00	\$57,571.60	76.97%	23.03%
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		\$25,403.40	\$192,428.40	\$250,000.00	\$57,571.60	76.97%	23.03%
<u>Gift Fund</u>							
300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$0.00	\$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		\$0.00	\$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 08/31/2025

Date	Source	Amount
08/01/2025	ABR COMMUNICATIONS	\$600.00
08/01/2025	AMAZON	\$7129.56
08/01/2025	BAKER & TAYLOR, INC.	\$3649.70
08/01/2025	BUFFALO GROVE PARK	\$550.00
08/01/2025	CANINE DETECTION	\$1100.00
08/01/2025	DEMCO	\$75.06
08/01/2025	INGRAM	\$1586.33
08/01/2025	MENARDS	\$116.58
08/01/2025	MIDWEST TAPE	\$2464.34
08/01/2025	MOUNT PROSPECT PAINT	\$299.99
08/01/2025	OVERDRIVE, INC.	\$299.48
08/01/2025	PLAYAWAY PRODUCTS	\$241.36
08/01/2025	RISK PROGRAM ADMINIS	\$625.00
08/01/2025	ROBBINS SCHWARTZ	\$893.75
08/01/2025	ROBERT ROSS BURTON	\$200.00
08/01/2025	SOUND INCORPORATED	\$166.00
08/01/2025	VANGUARD IDENTIFICAT	\$662.65
08/01/2025	W. W. GRAINGER, INC.	\$106.13
08/01/2025	EMPLOYEE BENEFITS CO	\$1468.39
08/01/2025	META PLATFORMS TECHN	\$21.99
08/01/2025	META PLATFORMS TECHN	\$21.99
08/01/2025	META PLATFORMS TECHN	\$7.69
08/01/2025	META PLATFORMS TECHN	\$27.49
08/01/2025	META PLATFORMS TECHN	\$32.99
08/01/2025	AMAZON	\$4.87
08/01/2025	WALMART	\$39.46
08/01/2025	FACEBOOK	\$3.10
08/01/2025	KD MARKET	\$4.50
08/03/2025	AMAZON	\$8.99
08/03/2025	AMAZON	\$8.99
08/03/2025	AMAZON	\$8.99
08/03/2025	AMAZON	\$8.99
08/03/2025	AMAZON	\$2.99
08/03/2025	DISNEY	\$29.99
08/03/2025	NETFLIX	\$17.99
08/03/2025	META PLATFORMS TECHN	\$7.69
08/03/2025	META PLATFORMS TECHN	\$21.99
08/03/2025	META PLATFORMS TECHN	\$10.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/03/2025	META PLATFORMS TECHN	\$10.99
08/03/2025	USPS	\$517.55
08/03/2025	USPS	\$12.33
08/03/2025	AMAZON	\$31.97
08/03/2025	AMAZON	\$23.99
08/03/2025	ULINE	\$203.06
08/03/2025	UNIVERSITY OF WISCON	\$800.00
08/03/2025	JEWEL OSCO	\$15.98
08/03/2025	Domino's Pizza	\$232.13
08/03/2025	CRICUT	\$119.88
08/03/2025	MICHAELS STORES	\$1.09
08/04/2025	ICMA RETIREMENT TRUS	\$5752.25
08/04/2025	AMAZON	\$8.99
08/04/2025	AMAZON	\$8.99
08/04/2025	AMAZON	\$8.99
08/04/2025	AMAZON	\$8.99
08/04/2025	NETFLIX	\$17.99
08/04/2025	NETFLIX	\$17.99
08/04/2025	NETFLIX	\$17.99
08/04/2025	NETFLIX	\$17.99
08/04/2025	PEACOCK	\$79.99
08/04/2025	PEACOCK	\$79.99
08/04/2025	AMAZON	\$8.99
08/05/2025	UPRINTING	\$140.07
08/05/2025	MICROSOFT	\$44.00
08/05/2025	MICROSOFT	\$199.20
08/05/2025	VOXTELESYS INC	\$17.72
08/05/2025	AMAZON	\$8.99
08/05/2025	AMAZON	\$8.99
08/05/2025	AMAZON	\$8.99
08/05/2025	USPS	\$59.88
08/05/2025	AMAZON	\$15.64
08/05/2025	HR SOURCE	\$560.00
08/06/2025	AT&T	\$2425.21
08/06/2025	AMAZON	\$8.99
08/06/2025	ILLINOIS LIBRARY AS	\$75.00
08/06/2025	LIBRARY JOURNAL	\$136.99
08/07/2025	AT&T	\$758.05

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/07/2025	AMAZON	\$37.04
08/07/2025	AMAZON	\$13.15
08/07/2025	AMAZON	\$49.98
08/07/2025	COSTCO	\$34.01
08/07/2025	USPS	\$25.87
08/07/2025	NETFLIX	\$17.99
08/07/2025	NETFLIX	\$17.99
08/07/2025	NETFLIX	\$17.99
08/07/2025	SOCIETY FOR HR MANAG	\$299.00
08/07/2025	4-IMPRINT	\$245.09
08/07/2025	GOTPRINT.COM	\$108.24
08/07/2025	AMOS MEDIA COMPANY	\$104.99
08/08/2025	AMERICAN LANDSCAPING	\$640.00
08/08/2025	BAKER & TAYLOR, INC.	\$2753.50
08/08/2025	CRIMSON MULTIMEDIA	\$55.34
08/08/2025	GREY HOUSE PUBLISHIN	\$159.89
08/08/2025	INGRAM	\$2321.17
08/08/2025	L.W. MECHANICAL SERV	\$12025.00
08/08/2025	MARC DUNWORTH FOUNDA	\$400.00
08/08/2025	MORKES CHOCOLATES	\$448.00
08/08/2025	OVERDRIVE, INC.	\$15511.15
08/08/2025	PLAYAWAY PRODUCTS	\$68.84
08/08/2025	SCHOLASTIC LIBRARY	\$592.40
08/08/2025	SUPERIOR INDUSTRIAL	\$402.60
08/08/2025	TERMINIX COMMERCIAL	\$129.36
08/08/2025	TODAY'S BUSINESS SOL	\$300.00
08/08/2025	W. W. GRAINGER, INC.	\$146.46
08/08/2025	AMAZON	\$106.38
08/08/2025	FAT BRAIN TOYS	\$112.47
08/08/2025	SCHEELS	\$90.98
08/08/2025	AMAZON	\$120.74
08/08/2025	AMAZON	\$44.30
08/08/2025	AMAZON	\$47.98
08/08/2025	ONLINE LABELS, INC	\$147.92
08/10/2025	AMAZON	\$8.99
08/10/2025	AMAZON	\$2.99
08/10/2025	DISNEY	\$29.99
08/10/2025	NETFLIX	\$17.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/10/2025	AMAZON	\$9.49
08/10/2025	TONIES US	\$87.96
08/10/2025	POS SUPPLY SOLUTIONS	\$575.75
08/10/2025	WALMART	\$5.44
08/10/2025	WALMART	\$12.14
08/10/2025	VINYL ENVELOPE	\$213.67
08/10/2025	VISTAPRINT	\$1130.97
08/10/2025	KHEPRI KITCHEN+ COFF	\$111.71
08/11/2025	LIMRICC - UCGA	\$883.61
08/12/2025	REPUBLIC SERVICES #5	\$317.30
08/12/2025	THE HOME DEPOT CRC	\$35.97
08/12/2025	BARNES & NOBLE	\$23.98
08/13/2025	POSTMASTER	\$2722.05
08/13/2025	SHELL OIL COMPANY	\$38.49
08/13/2025	AMAZON	\$86.67
08/13/2025	AMAZON	\$38.54
08/13/2025	NETFLIX	\$17.99
08/13/2025	NETFLIX	\$17.99
08/13/2025	NETFLIX	\$17.99
08/13/2025	NETFLIX	\$17.99
08/13/2025	AMAZON	\$962.81
08/13/2025	DELL MARKETING L.P.	\$2006.85
08/13/2025	TRAF-SYS INC	\$240.00
08/13/2025	MICROSOFT	\$171.60
08/14/2025	ACCESS ONE INC	\$26.48
08/14/2025	ULINE	\$805.13
08/14/2025	AMAZON	\$8.99
08/14/2025	AMAZON	\$2.99
08/14/2025	AMAZON	\$5.99
08/14/2025	DISNEY	\$29.99
08/14/2025	USPS	\$20.14
08/14/2025	USPS	\$28.94
08/14/2025	USPS	\$18.86
08/14/2025	AMAZON	\$2160.00
08/14/2025	AMAZON	\$18.20
08/14/2025	JEWEL OSCO	\$5.99
08/14/2025	A24	\$67.00
08/15/2025	Payroll 2025-0815	\$155733.17

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/15/2025	Payroll 2025-0815	\$58464.56
08/15/2025	ACCESS ONE INC	\$250.00
08/15/2025	BAKER & TAYLOR, INC.	\$2376.99
08/15/2025	ILLINOIS LIBRARY AS	\$75.00
08/15/2025	IMAGE SYSTEMS & BUSI	\$251.03
08/15/2025	INGRAM	\$2640.43
08/15/2025	JOURNAL & TOPICS NEW	\$375.00
08/15/2025	MENARDS	\$3.24
08/15/2025	MIDWEST TAPE	\$4072.64
08/15/2025	NOSTALGIA ENTERTAINM	\$425.00
08/15/2025	OXFORD UNIVERSITY PR	\$1758.11
08/15/2025	PLAYAWAY PRODUCTS	\$645.98
08/15/2025	STAPLES BUSINESS ADV	\$657.90
08/15/2025	VILLAGE OF MOUNT PRO	\$8683.94
08/15/2025	WAREHOUSE DIRECT	\$1096.24
08/15/2025	EMPLOYEE BENEFITS CO	\$1468.39
08/15/2025	USPS	\$5.51
08/15/2025	DELL MARKETING L.P.	\$972.93
08/15/2025	ETSY	\$548.68
08/17/2025	AMAZON	\$239.99
08/17/2025	AMAZON	\$8.99
08/17/2025	AMAZON	\$8.99
08/17/2025	AMAZON	\$2.99
08/17/2025	AMAZON	\$2.99
08/17/2025	APPLE.COM	\$9.99
08/17/2025	AMAZON	\$84.48
08/17/2025	AMAZON	\$92.35
08/17/2025	JEWEL OSCO	\$15.98
08/17/2025	AMAZON	\$138.76
08/17/2025	AMAZON	\$13.18
08/17/2025	AMAZON	\$96.96
08/17/2025	AMAZON	\$71.88
08/17/2025	AMAZON	\$6.47
08/17/2025	WALL STREET JOURNAL	\$194.97
08/18/2025	ICMA RETIREMENT TRUS	\$5743.65
08/18/2025	PET BENEFIT SOLUTION	\$60.50
08/18/2025	AMAZON	\$29.50
08/18/2025	AMAZON	\$110.43

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/19/2025	FACEBOOK	\$3.73
08/19/2025	HR SOURCE	\$1100.00
08/19/2025	AMERICAN LIBRARY AS	\$210.00
08/19/2025	AMAZON	\$2413.95
08/19/2025	AMAZON	\$10.24
08/19/2025	USPS	\$24.17
08/20/2025	COMCAST BUSINESS	\$262.40
08/20/2025	JOE DONUT MOUNT PROS	\$103.71
08/20/2025	AMAZON	\$1850.75
08/20/2025	AMAZON	\$229.50
08/20/2025	AMAZON	\$24.65
08/20/2025	AMAZON	\$150.90
08/20/2025	AMAZON	\$8.98
08/20/2025	HBO	\$29.99
08/20/2025	HBO	\$29.99
08/20/2025	BARRONS	\$29.99
08/20/2025	CHICAGO SUN TIMES	\$60.83
08/20/2025	ILLINOIS LIBRARY AS	\$275.00
08/20/2025	ILLINOIS LIBRARY AS	\$275.00
08/20/2025	BAMBU LAB US	\$209.21
08/21/2025	VOXTELESYS INC	\$27.26
08/21/2025	HBO	\$29.99
08/21/2025	S&S Worldwide	\$263.45
08/21/2025	Hobby Lobby	\$264.55
08/21/2025	VOXTELESYS INC	\$771.29
08/21/2025	AMAZON	\$74.89
08/21/2025	HBO	\$29.99
08/21/2025	HBO	\$29.99
08/21/2025	USPS	\$5.51
08/22/2025	ACCURATE EMPLOYMENT	\$66.50
08/22/2025	ALERT PROTECTIVE INC	\$137.97
08/22/2025	AMAZON	\$512.28
08/22/2025	BAKER & TAYLOR, INC.	\$3455.61
08/22/2025	BIBLIOTHECA, LLC	\$29496.31
08/22/2025	CINTAS #22	\$247.15
08/22/2025	DAILY HERALD	\$32.40
08/22/2025	ELM USA, INC.	\$152.35
08/22/2025	HARTWIG MECHANICAL	\$525.00

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/22/2025	ILLINOIS DEPARTMENT	\$1067.60
08/22/2025	INGRAM	\$1546.42
08/22/2025	KANOPY, INC.	\$875.00
08/22/2025	MIDWEST TAPE	\$7062.20
08/22/2025	NPN360	\$888.00
08/22/2025	OVERDRIVE, INC.	\$764.61
08/22/2025	SOUND INCORPORATED	\$1156.00
08/22/2025	TERMINIX COMMERCIAL	\$571.71
08/22/2025	THE LANGUAGE LABS	\$195.00
08/22/2025	THOMSON REUTERS - WE	\$1333.54
08/22/2025	TODAY'S BUSINESS SOL	\$240.00
08/22/2025	TRU GREEN-CHEM LAWN	\$256.59
08/22/2025	VERY SMART PEOPLE	\$200.00
08/22/2025	VILLAGE OF MOUNT PRO	\$1837.98
08/22/2025	W. W. GRAINGER, INC.	\$117.60
08/22/2025	WAREHOUSE DIRECT	\$172.08
08/22/2025	VILLAGE OF MOUNT PRO	\$45.00
08/22/2025	AQUENT LLC	\$329.00
08/22/2025	HBO	\$29.99
08/22/2025	HBO	\$29.99
08/22/2025	HBO	\$29.99
08/22/2025	HBO	\$29.99
08/22/2025	HBO	\$29.99
08/22/2025	HBO	\$29.99
08/22/2025	HBO	\$29.99
08/22/2025	HBO	\$29.99
08/22/2025	Open Kitchens	\$2798.00
08/22/2025	OpenAI	\$20.00
08/22/2025	AMAZON	\$59.98
08/22/2025	AMAZON	\$9.99
08/22/2025	AMAZON	\$5.50
08/22/2025	MICHAELS STORES	\$36.90
08/24/2025	AMAZON	\$8.99
08/24/2025	DELL MARKETING L.P.	\$6626.03
08/24/2025	NETFLIX	\$17.99
08/24/2025	USPS	\$7.10
08/24/2025	KHEPRI KITCHEN+ COFF	\$42.35
08/24/2025	AMAZON	\$90.86

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/24/2025	AMAZON	\$25.98
08/24/2025	AMAZON	\$55.00
08/24/2025	AMAZON	\$149.00
08/24/2025	SPOTIFY	\$19.99
08/24/2025	AMAZON	\$43.47
08/25/2025	VERIZON WIRELESS	\$432.03
08/25/2025	VENTRA	\$216.00
08/25/2025	AMAZON	\$1836.00
08/25/2025	AMAZON	\$92.78
08/25/2025	WALMART	\$10.09
08/26/2025	SIDECAR PUBLICATIONS	\$384.00
08/26/2025	NETFLIX	\$17.99
08/26/2025	NETFLIX	\$17.99
08/26/2025	AMAZON	\$14.97
08/26/2025	AMAZON	\$13.99
08/26/2025	AMAZON	\$11.99
08/26/2025	WALMART	\$25.73
08/26/2025	AMAZON	\$120.91
08/27/2025	Payroll 2025-0829	\$161169.64
08/27/2025	Payroll 2025-0829	\$60768.56
08/27/2025	AFLAC	\$181.92
08/27/2025	CALLING POST COMMUNI	\$9.99
08/27/2025	SMARTDRAW SOFTWARE	\$69.95
08/27/2025	AMAZON	\$21.99
08/27/2025	ASSOCIATION OF BOOKM	\$475.00
08/27/2025	JEWEL OSCO	\$15.98
08/27/2025	WALL STREET JOURNAL	\$64.99
08/27/2025	GODADDY.COM, LLC	\$149.99
08/27/2025	LMCC	\$550.00
08/28/2025	USPS	\$12.78
08/28/2025	CC-GROUND TRANSPORTA	\$74.00
08/28/2025	AMOS MEDIA COMPANY	\$104.99
08/28/2025	AMAZON	\$41.99
08/28/2025	AMAZON	\$13.29
08/28/2025	AMAZON	\$72.87
08/29/2025	CRYSTAL MAINTENANCE	\$3515.00
08/29/2025	DOW JONES & COMPANY	\$2163.00
08/29/2025	ELM USA, INC.	\$79.95

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/29/2025	National Heat & Powe	\$950.00
08/29/2025	OVERDRIVE, INC	\$3357.07
08/29/2025	ROBBINS SCHWARTZ	\$4881.25
08/29/2025	SUPERIOR INDUSTRIAL	\$286.45
08/29/2025	TEE JAY SERVICE COMP	\$13346.00
08/29/2025	THE FURNITURE SHOP	\$1129.59
08/29/2025	WAREHOUSE DIRECT	\$399.57
08/29/2025	EMPLOYEE BENEFITS CO	\$1468.39
08/29/2025	CONSTELLATION NEW EN	\$797.82
08/29/2025	EMPLOYEE BENEFITS CO	\$116.85
08/29/2025	VILLAGE OF MOUNT PRO	\$96.00
08/29/2025	VILLAGE OF MOUNT PRO	\$77978.78
08/29/2025	VILLAGE OF MOUNT PRO	\$97421.98
08/29/2025	MARIANO'S	\$20.44
08/29/2025	BARNES & NOBLE	\$34.88
08/29/2025	TARGET	\$25.98
08/29/2025	AMAZON	\$105.22
08/29/2025	AMAZON	\$74.50
08/29/2025	AMAZON	\$8.70
08/29/2025	AMAZON	\$12.58
08/29/2025	AMAZON	\$15.99
08/29/2025	AMAZON	\$34.29
08/29/2025	WALMART	\$167.68
08/31/2025	FRIENDS OF THE MPPL	\$97.15
08/31/2025	ZOOM	\$208.00
08/31/2025	TAQUIZAS ERNESTO LLC	\$770.50
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	AMAZON	\$2.99
08/31/2025	USPS	\$6.45
08/31/2025	KHEPRI KITCHEN+ COFF	\$250.00

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 08/31/2025

Date	Source	Amount
08/31/2025	AMAZON	\$15.99
08/31/2025	AMAZON	\$227.50
08/31/2025	AMAZON	\$29.03
08/31/2025	AMAZON	\$40.25
08/31/2025	CC-AIRFARE	\$245.56
		<hr/>
		\$842772.61
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Mount Prospect Public Library Marketing Plan (2026-2027)

Purpose

This plan supports the 2022–2027 Strategic Plan by defining a flexible two-year marketing roadmap focused on external engagement and visibility. While internal processes should be improved to support execution, the primary emphasis is on external-facing outcomes: building community awareness, trust, and brand perception of MPPL.

The Marketing Department leads the development and guides the execution of communication strategies, applying best-practice marketing principles to ensure consistent, effective messaging.

Mission & Vision Alignment

- **Mission:** Cultivating community connections, inspiring learning, and enriching lives.
- **Vision:** A connected community with opportunities for exploration and growth.

This marketing plan advances those goals by proactively reaching target audiences with timely, relevant messaging that communicates MPPL's role as a cornerstone for lifelong learning and community connection.

Target Audiences

Based on current demographic data and strategic plan survey findings, the following audience segments should be prioritized:

- **New Residents** – Individuals and families new to Mount Prospect
- **Adults (25–45)** – Working professionals and caregivers, often time-constrained
- **Under-engaged Users** – Cardholders with low activity or lapsed use, and non-cardholders

Strategic Marketing Goals

Goal 1: Build Brand Awareness Among Target Audiences

Promote the MPPL brand and offerings consistently across trusted and established channels.

Tactics:

- Revise and refocus social media strategy and initiatives
 - Improve existing channels without adding additional accounts at this time
 - Use content pillars to ensure varied content: collections, services, programs, patron stories, FAQs, South Branch, etc
 - Broaden reach through more engaging posts
 - Create best practices checklist to empower public-facing staff to take photos
- Conduct internal signage audit to reinforce brand
 - Audit all printed pieces and determine what can be digitally shared
- Leverage community partnerships and outreach opportunities
 - Explore adding outreach events to a shared calendar with established goals, including audience and message targets and MPPL materials desired
 - Continue to have a Marketing rep attend village-wide *Calendar Club* meetings
 - Develop media relations strategy
- Improve digital channels of communication for patrons to access information more easily from wherever they are (include potential users affected by 2026 second floor renovation)
 - Audit all existing digital channels within library
 - Establish Library Aware templates/guidelines
 - Reinforce Canva templates/guidelines
 - Delete ghost/rogue accounts
 - Leverage the new digital content creator role and part time photographer/designer positions
 - Explore SMS messaging options via Constant Contact
 - Revise and update MPPL's email strategy to improve engagement and analytics
 - Launch a welcome email campaign for new cardholders

Goal 2: Promote Services, Collections, and Resources More Equitably

Shift emphasis from one-off event promotion to broader promotion of the library's full value.

Tactics:

- Reduce promotion of recurring or low-priority programs to focus on more strategic efforts
 - Programmers can recommend programs for added promotion with marketing staff selecting and making final decisions on the most effective channels
 - Marketing builds focused strategy to promote existing tools and materials (newsletter, calendar, social, etc) over one-off program promotion campaigns
 - Continue to use established priority targets for increased promotion. Priority programs may include:
 - Programs with external partnerships (Friends/Foundation, community collaborations)
 - Programs tied to strategic goals or large-scale events (e.g., FanFest, One Book One Village)
 - Programs with high community impact or broad appeal
- Target quarterly awareness campaigns to reach more specific audiences in conjunction with editorial calendar
 - New residents
 - Mail postcards to new residents and offer guided and digital tours
 - Adults 25-45
 - Promote offsite books clubs and digital resources
 - Under-engaged users
 - Increase awareness of the library through outreach events with targeted marketing strategies for each event
- Create evergreen outreach materials with a focus on target audiences
 - Develop evergreen piece for digital resources
 - Include specific goals for external use to ensure they are reaching patrons
 - Reexplore welcome packet materials with unified goal
 - Build and promote digital tour

- Collect and share patron success stories as a newsletter feature, social media campaign, and program/resource promotion
- Investigate new ways to serve south Mount Prospect residents (South Branch)
- Establish monthly themes to help tie together multiple programs, services, resources, and initiatives (see also Editorial Calendar)
- Cross-promote related services by leveraging large-scale events and programs
 - Noted hiatus of large-scale events in 2026 due to anticipated renovation

Goal 3: Evaluate and Optimize Marketing Effectiveness

Develop a consistent framework for evaluating campaigns and improving tactics. Establish a baseline for target metrics. Data collection points will include: cardholders; circulation; survey participation; web/social/email analytics; attendance, etc.

Tactics:

- Improve evaluation methods for programs and events
 - Streamline program evaluation form with marketing support
 - Track ‘how did you hear’ (via evaluation or registration) and use results to determine future program promotion
 - Build shared feedback spreadsheet
- Document process and outcomes for major events in RoboHead campaign form reports
 - Use data to determine future publicity for similar programs, prove positive outcomes, and manage scope of deliverables
- Pilot quarterly mini-surveys on service awareness and use
 - Replace one-off department surveys to gather feedback in a consistent, unified format
 - Marketing collaborates with other departments to establish schedule, questions, and data points to collect
- Investigate data analysis service
 - Audit existing analytics tools (website, social media, e-newsletter, ILS circulation stats, program attendance records).

- Identify gaps where deeper insights could improve marketing effectiveness (e.g., patron relationship tracking, campaign ROI).
- Research vendors that specialize in library data analysis (e.g., OrangeBoy/Savvy, Gale Engage, LibraryIQ) and general nonprofit tools (e.g., Tableau, Power BI, Google Looker Studio).
 - Note: Include the CCS planned data analytics solution when investigating this topic.

Editorial Calendar & Channels

Marketing Channels

Channels may cross over into more than one primary column.

INTERNAL	EXTERNAL	DIGITAL
Flyers, Posters	Outreach distribution	eNewsletters
Displays	Mailings	Social media
Bookmarks	Posters	Website featured events
	Banners	Web slides on home page
	Partner channels, Media	Digital monitors
	Preview newsletter	

Calendar

A unified editorial calendar can guide marketing efforts with monthly or quarterly themes, tied to both library priorities, seasonal relevance, and target audiences. Quarterly marketing meetings with public service departments can be used to establish collaborative themes in an effort to connect programs, displays, etc. Marketing will explore options to build within an internal library-wide event calendar or elsewhere. Each month should include:

- **Announcements and top priorities**
 - Any pre-planned, time sensitive content.

- **Events**
 - All special events, relevant community events, and target audience events, plus marketing-designated priority programs.
- **Monthly theme**
 - A monthly theme can be selected to help tie together multiple programs, services, resources, and initiatives (consider national library events, community events, etc).
- **Resources and services**
 - Each month should focus on one digital resource/service and one physical resource/service.
- **Newsletter deadlines**
 - Content submission deadlines for Preview and delivery dates for all print and electronic newsletters should be planned in advance.
- **Project Deadlines**
 - Deadlines for special events and large-scale, library-wide events should be noted to get these projects on everyone's radar.

Supporting Internal Documents

Existing internal documents listed below should be evaluated and updated as needed to include recommendations in this document.

- A. 2022 Branding Guidelines
- B. 2023 Social Media Strategy
- C. 2024 Program Promotion Guidelines
- D. 2025 Printing Strategy

Timeline & Implementation

This is a 2-year plan (2026-2027), designed for flexible rollout with structured quarterly evaluation. Targeted awareness campaigns are intended to streamline focus on specific audiences in conjunction with editorial calendar and/or other tactics. Below is a sample of how the implementation plan could be structured for year one.

Quarter	Focus area	Sample Deliverables
Q1 2026	Kickoff + Branding Review, Establish Baseline Data	Finalize editorial calendar, update branded templates, review signage. Awareness campaign: renovation message with digital service promotion
Q2 2026	Awareness Campaigns	Target new residents and adults 25-45
Q3 2026	Awareness Campaigns	Target South Branch patrons and under-engaged users
Q4 2026	Evaluation + Reporting	Review data and documented outcomes; share lessons learned and plan for Year Two

Evaluation Framework

Metric Type	Measurement Approach
Reach	Email opens, social reach
Engagement	Clicks, comments, shares, registration
Awareness	Survey responses, new cardholders
Usage	Card activity, Library of Things, database use, circulation
Impact	Patron testimonials, anecdotal feedback
RoboHead	Building campaign forms; data points

Campaigns should be evaluated quarterly with adjustments made based on findings. An internal implementation guide and evaluation rubric will be created for staff tracking.

Mount Prospect Public Library
Board of Trustees

RESOLUTION NO. 2025-4

**RESOLUTION APPROVING AND CERTIFYING
THE 2026 APPROPRIATION BUDGET AND 2025 TAX LEVY DETERMINATION**

WHEREAS, heretofore the Board of Trustees of the Mount Prospect Public Library, Mount Prospect, Illinois, at open and public meetings have considered the financing requirements of the Mount Prospect Public Library for the year commencing January 1, 2026; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has determined the financial requirements of the Mount Prospect Public Library for the ensuing year and has caused to be made, a statement thereof, a copy of which is attached hereto and marked "Exhibit A," for inclusion in the 2026 budget of the Village of Mount Prospect; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has further determined the amount of money which in its judgment, it will be necessary to levy for library purposes in the 2025 tax levy ordinance to be adopted by the President and Board of Trustees of the Village of Mount Prospect; and

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

WHEREAS, that the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2025 Tax Levy Ordinance of the Village of Mount Prospect (taking into consideration other income from accumulations from the prior year, anticipated tax shrinkage, fines, non-resident fees, and maintenance, repairs, and alterations of library buildings and equipment) and for the collection and deposit to the LIBRARY FUND, which includes funds for the Illinois Municipal Retirement Fund, pursuant to Section 5/7-171, Chapter 40 of the Illinois Compiled Statutes; and for the maintenance repairs, and alterations of the library buildings and equipment, pursuant to Section 5/3-4 of Chapter 75 of the Illinois Compiled Statutes; and for insurance and audit fees pursuant to Section 5/4-14 of Chapter 75 of the Illinois Compiled Statutes; and

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

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

SECTION ONE: That the financial requirements for library purposes of the Mount Prospect Public Library require the budget for the year commencing January 1, 2026, and ending December 31, 2026, the sum of \$22,789,388 such to be included within the 2026 Budget of the Village of Mount Prospect, Illinois.

SECTION TWO: That the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2025 tax levy and to be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes to be paid directly by the County Collector to the Library Fund: \$11,291,461.

Mount Prospect Public Library
Board of Trustees

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

SECTION FOUR: That, if necessary, a committee hereof confer with the Board of Trustees of the Village of Mount Prospect or a committee thereof, or appear before the said Village Board, as may be necessary in conjunction with the enactment of the 2026 Appropriation Budget and 2025 Levy.

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

SECTION SIX: That this Resolution shall be in full force and effect as of September 18, 2025.

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

PASSED THIS 18th day of September 2025

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **18th day of September 2025.**

Kristine O'Sullivan, President

ATTEST:

Sylvia M. Haas, Secretary

Mount Prospect Public Library
Board of Trustees

EXHIBIT A
MOUNT PROSPECT PUBLIC LIBRARY
2026 APPROPRIATION BUDGET AND 2025 TAX LEVY REQUEST

DESCRIPTION	2026 APPROPRIATION BUDGET	2025 LEVY REQUEST
Library Fund	15,289,388	11,291,461
Capital Reserve Fund	7,000,000	-
Gift Fund	500,000	-
Total All Funds	22,789,388	11,291,461

Mount Prospect Public Library

2026 Budget Proposal

Executive Summary

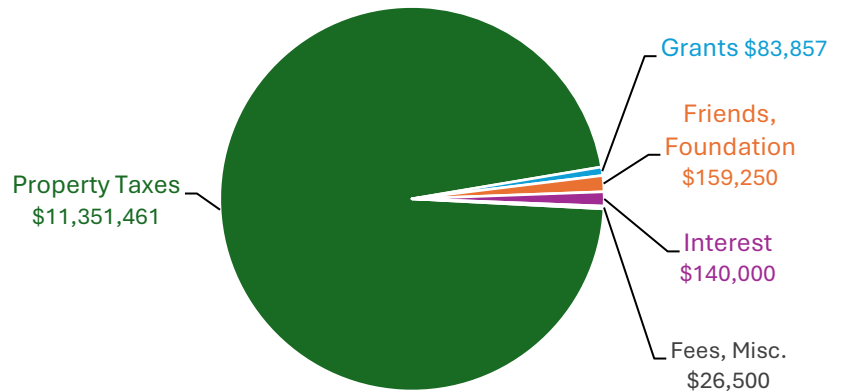
The library's expected revenue is \$11.76M, which includes \$11.35M from local property taxes. The levy request represents a 2% increase from the previous year. Our tax revenue includes PPRT, which is estimated to decrease by about 25% in 2026. Over the last two years, our investment income has remained strong; thus, the budget includes a 40% increase from the 2025 budgeted amount. Additionally, the library receives small amounts of revenue from other sources, such as grants, reimbursements, fees, and donations. We have budgeted for the Per Capita grant of \$84k from the State of Illinois.

While 97% of our revenue comes from local property taxes, the library's portion accounts for only 5.4% of the total Mount Prospect property tax bill¹.

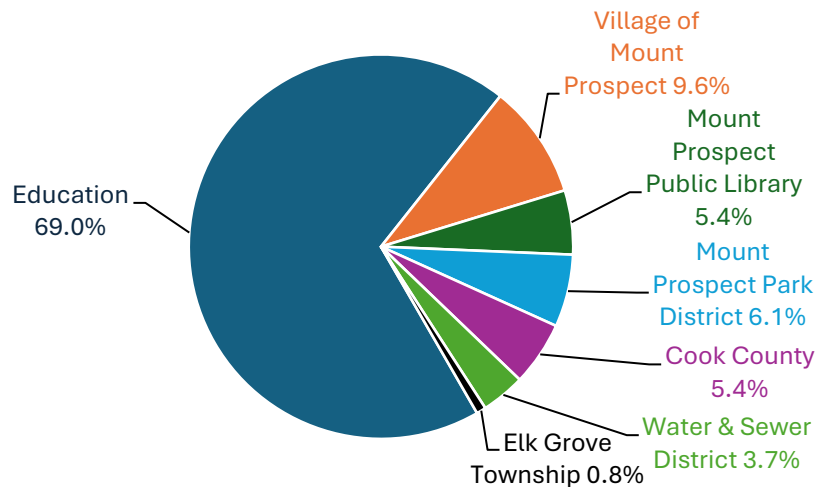
The library's expenditures include:

- 3.05% increase in overall expenses
- Six capital projects
- Year-end Capital Projects Fund transfer

2026 MPPL REVENUE



DISTRIBUTION OF PROPERTY TAXES



¹Assumes a sample property located in the Village of Mount Prospect, Elk Grove Township, and School District #57. From the Village of Mount Prospect 2025 Annual Budget pages 26 and 27.

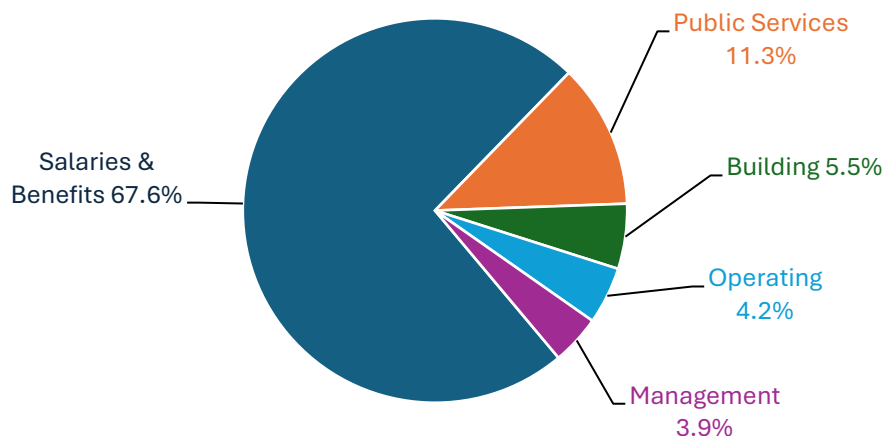
Mount Prospect Public Library

2026 Budget Proposal

<i>Category</i>	<i>2026 Budget</i>	<i>Change from 2025</i>	<i>Category</i>	<i>2026 Budget</i>	<i>Change from 2025</i>
Salaries & Benefits	\$ 7,886,900	2.5%	Operating	\$ 512,906	4.8%
Salaries	\$ 6,187,000	2.0%	Contract Services	\$ 134,050	13.0%
Medical/Life Insurance	\$ 844,900	5.9%	IT Services	\$ 130,406	-7.8%
Payroll Taxes	\$ 470,000	1.8%	Insurance	\$ 130,000	23.8%
IMRF	\$ 377,000	3.2%	Supplies	\$ 48,650	-12.4%
Unemployment	\$ 8,000	14.3%	Phone/Internet	\$ 36,300	4.0%
			Postage	\$ 33,500	-1.5%
Public Services	\$ 1,302,500	0.8%	Management	\$ 448,130	0.8%
Online Materials	\$ 593,000	2.6%	Human Resources	\$ 173,260	-1.2%
Books, DVDs, CDs, Magazines	\$ 505,800	-0.9%	Printing	\$ 132,800	32.8%
Programs	\$ 106,000	5.7%	Marketing	\$ 90,000	-10.7%
Library of Things	\$ 75,000	0.0%	Other Operating	\$ 16,770	-51.0%
Processing Supplies	\$ 22,700	-20.9%	Professional Dues	\$ 16,200	11.7%
Building	\$ 591,382	-6.6%	Legal Fees	\$ 10,000	0.0%
Equipment & Furnishings	\$ 150,200	-21.9%	Audit	\$ 6,600	0.0%
System Maintenance	\$ 108,775	-30.7%	Board Development	\$ 2,500	-19.4%
Building Maintenance	\$ 176,350	12.5%	Reimbursements	\$ 159,250	186.4%
Janitorial	\$ 103,000	29.9%	Transfer to Capital Fund	\$ 860,000	7.5%
Utilities	\$ 53,057	10.7%			

2026 Library Fund Expenditures & Transfers - \$11,761,068

2026 LIBRARY FUND EXPENDITURES



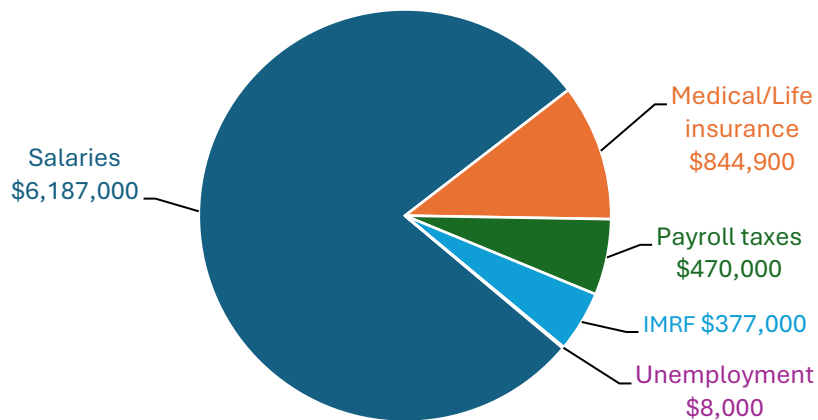
Mount Prospect Public Library

2026 Budget Proposal

Salaries & Benefits - \$7,886,900

Salaries and benefits make up 67% of our operating budget and are our largest expenditure. The 2026 salary budget includes a 3.5% merit increase, a bonus pool, an updated salary structure, minimum grade adjustments, and a language stipend. Our IMRF rate will increase from last year's 6.52% to 6.65%, and our health insurance increased by 5.8% from last year's total expense. In total, with all the recommended increases, the overall Salaries & Benefits line increases by 2.5% over 2025.

2026 SALARIES & BENEFITS EXPENSES



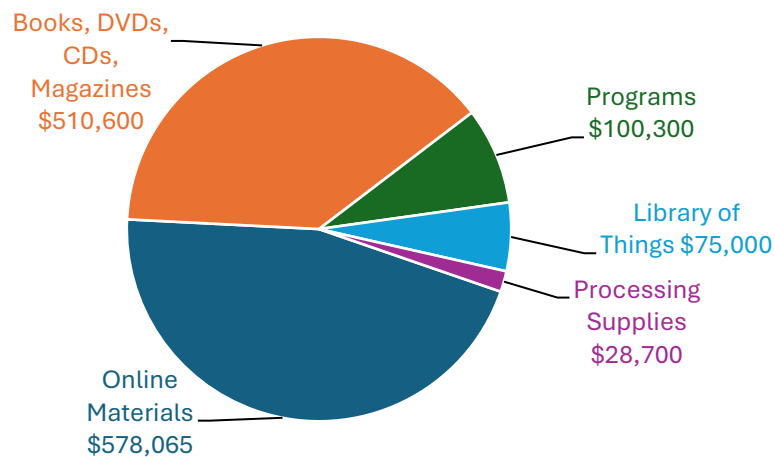
Mount Prospect Public Library

2026 Budget Proposal

Public Services - \$1,302,500

Following our strategic plan, there are increases in public services expenditures for online materials and programs. We added funds to the Overdrive Advantage Fiction and Non-Fiction lines to continue reducing holds on digital materials. Due to the shift to streaming, fewer DVDs are available for purchase, so we have continued to increase our Hoopla budget to help fulfill the community's streaming needs. We increased our Youth Programs account to fund the Best Books of the Year programs. Additionally, we reduced the budget for processing supplies because vendors are now taking on a portion of the processing work before shipping the materials.

2026 PUBLIC SERVICES EXPENSES



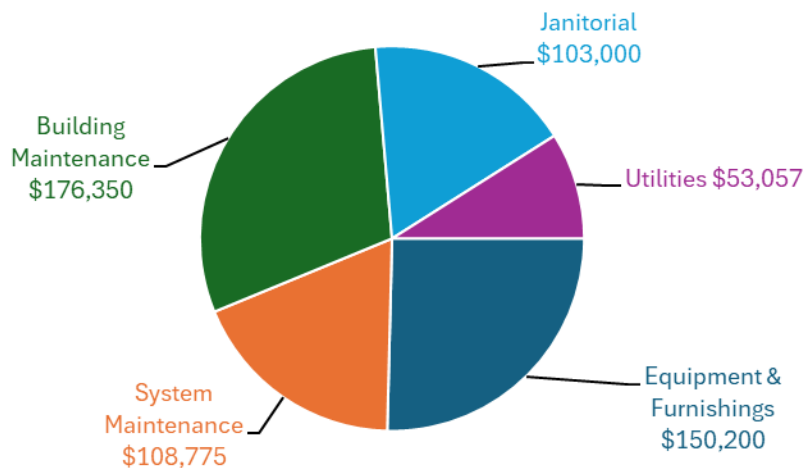
Mount Prospect Public Library

2026 Budget Proposal

Building - \$591,382

Building expenses have decreased by 6.6% compared to our 2025 budget. The decrease is primarily due to the library no longer paying for our previous ILS software, which was paid for from a system maintenance account. We anticipate an increase in our cleaning contract, as we are reevaluating our cleaning solutions. We increased the building supplies account to enable the library to purchase and replace our curved ceiling tiles on the second floor. Due to the advanced age of our chillers and roof, we have increased the number of service visits. Additionally, we slightly increased the utilities budget due to increased natural gas and water expenses.

2026 BUILDING EXPENSES



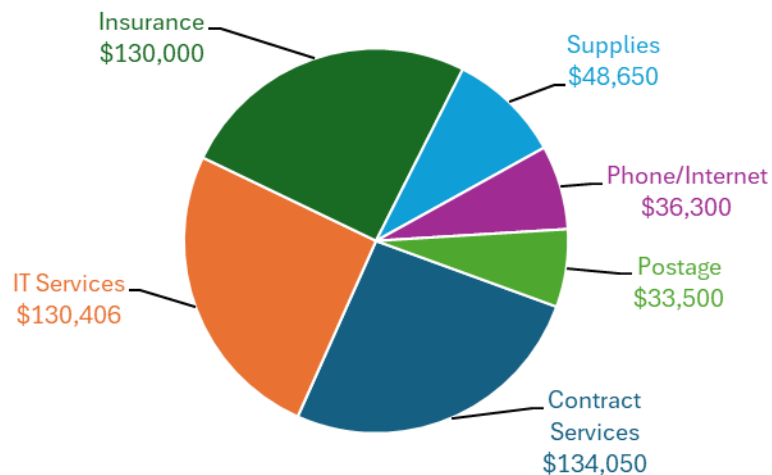
Mount Prospect Public Library

2026 Budget Proposal

Operating - \$512,906

Our operating budget has increased due to the library's liability insurance package. The library received a new building appraisal, which increased our total insured values by 36% from \$48.6M to \$65.9M. We have achieved cost savings in our IT software accounts by switching our virtual server software and our PDF viewer, and by paying for our antivirus every three years, which we paid for in 2025. Additionally, we saw cost savings in our supply accounts; a few departments have consolidated ordering, which has led to cost savings.

2026 OPERATING EXPENSES



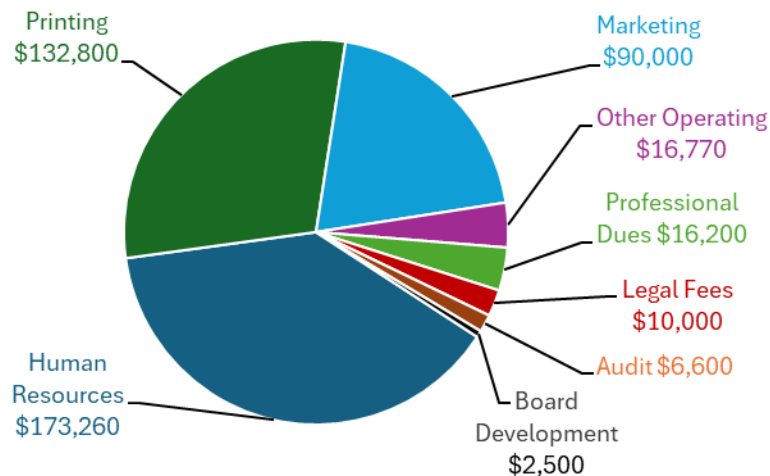
Mount Prospect Public Library

2026 Budget Proposal

Management - \$448,130

Per our strategic plan, we are increasing portions of the Marketing budget to provide higher visibility of library offerings to the public. We have reallocated funds from marketing supplies and general accounts to printing to cover the increased costs of newsletter printing. We have continued to receive a very positive community response and turnout to the summer reading t-shirt giveaway; the library will slightly increase its offering in 2026. The library is holding funds for legal fees and does not anticipate any consulting expenses for 2026. The library is budgeting for more conference expenses due to the biennial PLA conference being held in 2026. Tuition reimbursement is budgeted for a decrease with fewer staff requests compared to 2025. There is \$2,500 allocated for Board Development, which will cover board member training and attending conferences.

2026 MANAGEMENT EXPENSES



Mount Prospect Public Library

2026 Budget Proposal

Friends of the Mount Prospect Public Library

A request has been submitted to the Friends for an annual donation of \$40,050 to support programs such as the Teddy Bear Walk, the Good Morning Sunshine Concert Series, and the Staff Morale Committee, among others. In addition, for planning and budgeting purposes, the library has proposed that the Friends consider a \$50,000 contribution in support of the 2026 second-floor renovation. Both of these amounts have been incorporated into the proposed budget, with the Friends expected to make a final decision regarding these commitments toward the end of 2025.

Mount Prospect Public Library Foundation

A request has been submitted to the Foundation for an annual donation of \$19,200 to support programs such as Raise a Reader, Shakespeare performances, and Dial-a-Story, among others. In addition, for planning and budgeting purposes, the library has proposed that the Foundation consider a \$50,000 contribution in support of the 2026 second-floor renovation. Both of these amounts have been incorporated into the proposed budget, with the Foundation expected to make a final decision regarding these commitments toward the end of 2025.

Gift Fund

As previously discussed, \$255,000 from the Gift Fund has been allocated to support the second-floor renovation. These funds are designated for the addition of three new adult study and meeting rooms, with an estimated construction cost of \$255,000.

Mount Prospect Public Library

2026 Budget Proposal

Capital Projects

For 2026, we expect to complete six capital projects, four of which were identified in the 2020 Capital Assessment Study for a combined total of \$5.23M. We are still planning to complete two large projects in 2027, which are replacing the HVAC chillers (\$500K) and the roof (\$1M). We continue to use our 20-year Capital Improvement Plan to identify projects as candidates for completion for the next fiscal year. Before embarking on a project, we assess it in detail to determine the specific condition of the existing situation and decide to move forward with the project or assign it to a later date in the plan. For 2026, we have six capital projects:

- Project B – Second Floor Renovation - \$5,000,000
- Humidifier (2 units) - \$70,000
- Variable Frequency Drives (11 units) - \$60,000
- Elevator Door Operator – Elevator A - \$36,000
- Firewall Hardware - \$13,600
- Access Control System - \$50,000

**Combined Statement of Revenues, Expenditures, & Fund Balances
2026 Budget**

	Library Operating Fund	Working Cash Fund	Capital Projects Fund	Gift Fund	Total All Funds
Revenues					
Property Taxes	\$11,291,461	-	-	-	\$11,070,060
PPRT	\$60,000	-	-	-	\$80,000
Per Capita Grant	\$83,857	-	-	-	\$83,900
Interest	\$140,000	-	\$75,000	-	\$175,000
Fees	\$600	-	-	-	\$500
Miscellaneous	\$25,900	-	-	\$5,000	\$28,150
Friends and Foundation	\$159,250	-	-	-	\$55,600
Other Grants	\$0	-	-	-	\$0
Total Revenues	\$11,761,068	\$0	\$75,000	\$5,000	\$11,493,210
Expenses					
Salaries & Benefits	\$7,886,900	-	-	-	\$7,886,900
Management	\$448,130	-	-	-	\$448,130
Operating	\$512,906	-	-	-	\$512,906
Building	\$591,382	-	-	-	\$591,382
Public Services	\$1,302,500	-	-	-	\$1,302,500
Friends and Foundation	\$159,250	-	-	-	\$159,250
Capital Projects Fund	-	-	\$5,229,600	-	\$5,229,600
Gift Fund	-	-	-	\$255,000	\$255,000
Total Expenses	\$10,901,068	\$0	\$5,229,600	\$255,000	\$16,385,668
Transfers	-\$860,000	\$0	\$860,000	\$0	\$0
Revenue over Expenses	\$0	\$0	-\$4,294,600	-\$250,000	-\$4,544,600
Fund Balances as of 07/31/2025	\$6,510,354	\$2,116,046	\$5,679,963	\$566,890	\$14,873,253

Library Fund				
Library Fund Revenue	2025 Budget	2026 Budget	\$ Difference	% Difference
Tax Revenue	\$11,150,060	\$11,351,461	\$ 201,401	1.8%
Property Taxes	\$11,070,060	\$11,291,461	\$ 221,401	2.0%
PPRT	\$80,000	\$60,000	\$ (20,000)	-25.0%
Other Revenue	\$263,150	\$409,607	\$ 146,457	55.7%
Interest	\$100,000	\$140,000	\$ 40,000	40.0%
Per Capita Grant	\$83,900	\$83,857	\$ (43)	-0.1%
Fees, Misc.	\$23,650	\$26,500	\$ 2,850	12.1%
Other Grants	\$0	\$0	\$ -	0.0%
Friends and Foundation Reimbursements	\$55,600	\$159,250	\$ 103,650	186.4%
Total Library Fund Revenues	\$11,413,210	\$11,761,068	\$347,858	3.0%
Library Fund Expenses	2025 Budget	2026 Budget	\$ Difference	% Difference
Salaries & Benefits	\$7,697,759	\$7,886,900	\$189,141	2.5%
Salaries	\$6,065,713	\$6,187,000	\$121,287	2.0%
Medical/Life insurance	\$798,000	\$844,900	\$46,900	5.9%
Payroll taxes	\$461,583	\$470,000	\$8,417	1.8%
IMRF	\$365,463	\$377,000	\$11,537	3.2%
Unemployment	\$7,000	\$8,000	\$1,000	14.3%
Public Services	\$1,292,665	\$1,302,500	\$9,835	0.8%
Online Materials	\$578,065	\$593,000	\$14,935	2.6%
Books, DVDs, CDs, Magazines	\$510,600	\$505,800	\$ (4,800)	-0.9%
Programs	\$100,300	\$106,000	\$5,700	5.7%
Library of Things	\$75,000	\$75,000	\$0	0.0%
Processing Supplies	\$28,700	\$22,700	\$ (6,000)	-20.9%
Building	\$633,106	\$591,382	\$ (41,724)	-6.6%
Equipment & Furnishings	\$192,220	\$150,200	\$ (42,020)	-21.9%
System Maintenance	\$156,925	\$108,775	\$ (48,150)	-30.7%
Building Maintenance	\$156,710	\$176,350	\$19,640	12.5%
Janitorial	\$79,300	\$103,000	\$23,700	29.9%
Utilities	\$47,951	\$53,057	\$5,106	10.6%
Operating	\$489,425	\$512,906	\$23,481	4.8%
Contract Services	\$118,600	\$134,050	\$15,450	13.0%
IT Services	\$141,375	\$130,406	\$ (10,969)	-7.8%
Insurance	\$105,000	\$130,000	\$25,000	23.8%
Supplies	\$55,550	\$48,650	\$ (6,900)	-12.4%
Phone/Internet	\$34,900	\$36,300	\$1,400	4.0%
Postage	\$34,000	\$33,500	\$ (500)	-1.5%

Library Fund				
Library Fund Expenses	2025 Budget	2026 Budget	\$ Difference	% Difference
Management	\$444,655	\$448,130	\$ 3,475	0.8%
Human Resources	\$175,400	\$173,260	\$ (2,140)	-1.2%
Printing	\$100,000	\$132,800	\$ 32,800	32.8%
Marketing	\$100,800	\$90,000	\$ (10,800)	-10.7%
Other Operating	\$34,255	\$16,770	\$ (17,485)	-51.0%
Professional Dues	\$14,500	\$16,200	\$ 1,700	11.7%
Legal Fees	\$10,000	\$10,000	\$ -	0.0%
Audit	\$6,600	\$6,600	\$ -	0.0%
Board Development	\$3,100	\$2,500	\$ (600)	-19.4%
Total Library Fund Expenses	\$10,557,610	\$10,741,818		
Revenue over Expenses	\$855,600	\$1,019,250		
Transfer to Capital Project Fund	\$800,000	\$860,000	\$60,000	7.5%
Friends and Foundation Reimbursements	\$55,600	\$159,250	\$103,650	186.4%
Revenue over Expenses w/ Transfer	\$0	\$0	\$0	0.0%
<i>Library Fund Balance as of 07/31/2025</i>	\$6,510,354			

Capital Projects Fund				
Capital Projects Fund Revenue	2025 Budget	2026 Budget	\$ Difference	% Difference
Interest	\$75,000	\$75,000	\$0	0.00%
Transfer from Library Fund	\$800,000	\$860,000	\$60,000	7.50%
Total Capital Projects Fund Revenues	\$875,000	\$935,000	\$60,000	6.86%
Capital Projects Fund Expenses	2025 Budget	2026 Budget	\$ Difference	% Difference
Humidifier controls	\$8,000	\$0	(\$8,000)	N/A
Server Room AC Replacement	\$35,000	\$0	(\$35,000)	N/A
Automatic doors (Main and Garage entrance)	\$85,000	\$0	(\$85,000)	N/A
Garage Strobe Light Replacement	\$10,000	\$0	(\$10,000)	N/A
Garage Sprinkler Head Replacement	\$20,000	\$0	(\$20,000)	N/A
Surge Protector Replacement	\$5,000	\$0	(\$5,000)	N/A
Phone system Replacement	\$50,000	\$0	(\$50,000)	N/A
Prox Card Readers	\$10,000	\$0	(\$10,000)	N/A
Automatic door operators	\$27,000	\$0	(\$27,000)	N/A
Project B - Second Floor Renovation		\$5,000,000	\$5,000,000	100%
Humidifier		\$70,000	\$70,000	100%
Variable Frequency Drives		\$60,000	\$60,000	100%
Elevator Door Operator - Elevator A		\$36,000	\$36,000	100%
Firewall Hardware		\$13,600	\$13,600	100%
Access Control System		\$50,000	\$50,000	100%
Total Capital Projects Fund Expenses	\$250,000	\$5,229,600	\$4,979,600	1991.8%
<i>Capital Projects Fund Balance as of 07/31/2025</i>	\$5,679,963			

5 Year Capital Plan					
Projects	2026	2027	2028	2029	2030
Major Renovations	\$5,000,000	\$1,200,000	-	-	-
Project B - Second Floor	\$5,000,000	-	-	-	-
Project C - First Floor	-	-	-	-	-
South Branch relocation	-	\$1,200,000	-	-	-
Equipment/Furniture	\$63,600	-	-	-	\$50,000
Access Control System	\$50,000	-	-	-	-
Firewall Hardware	\$13,600	-	-	-	-
Delivery Van	-	-	-	-	\$50,000
Building Maintenance	\$36,000	\$1,094,000	\$98,000	\$102,000	-
Roof replacement	-	\$1,000,000	-	-	-
Elevator Door Operator	\$36,000	-	-	-	-
Elevator upgrade/modernize	-	\$94,000	\$98,000	\$102,000	-
HVAC	\$130,000	\$500,000	-	-	\$654,000
Humidifier	\$70,000	-	-	-	-
Variable Frequency Drives	\$60,000	-	-	-	-
Chillers replacement	-	\$500,000	-	-	-
VAVs	-	-	-	-	\$654,000
Structural	-	-	\$328,000	-	-
Major tuckpointing	-	-	\$328,000	-	-
Total Expenses	\$5,229,600	\$2,794,000	\$426,000	\$102,000	\$704,000

Gift Fund				
Gift Fund Revenue	2025 Budget	2026 Budget	\$ Difference	% Difference
Miscellaneous	\$5,000	\$5,000	\$0	0%
Total Gift Fund Revenues	\$5,000	\$5,000	\$0	0%
Gift Fund Expenditures	2025 Budget	2026 Budget	\$ Difference	% Difference
Project A Renovation	\$0	\$0	\$0	0%
Project B Renovation	\$0	\$255,000	\$255,000	100%
Miscellaneous	\$50,000	\$0	(\$50,000)	-100%
Total Gift Fund Expenses	\$50,000	\$255,000	\$205,000	410%
<i>Gift Fund Balance as of 07/31/2025</i>	\$566,890			

2026 Salary Structure

Effective 1/11/2026, the 1st full pay period of 2026

Pay Grade	2026 Payrates	Range Minimum	Range Midpoint	Range Maximum
4	Annual	\$ 29,484.00	\$ 36,855.00	\$ 44,226.00
	Pay Period	\$ 1,134.00	\$ 1,417.50	\$ 1,701.00
	Hourly	\$ 15.12	\$ 18.90	\$ 22.68
5	Annual	\$ 33,072.00	\$ 41,340.00	\$ 49,608.00
	Pay Period	\$ 1,272.00	\$ 1,590.00	\$ 1,908.00
	Hourly	\$ 16.96	\$ 21.20	\$ 25.44
6	Annual	\$ 37,069.50	\$ 46,332.00	\$ 55,594.50
	Pay Period	\$ 1,425.75	\$ 1,782.00	\$ 2,138.25
	Hourly	\$ 19.01	\$ 23.76	\$ 28.51
7	Annual	\$ 41,554.50	\$ 51,948.00	\$ 62,341.50
	Pay Period	\$ 1,598.25	\$ 1,998.00	\$ 2,397.75
	Hourly	\$ 21.31	\$ 26.64	\$ 31.97
8	Annual	\$ 46,585.50	\$ 58,227.00	\$ 69,868.50
	Pay Period	\$ 1,791.75	\$ 2,239.50	\$ 2,687.25
	Hourly	\$ 23.89	\$ 29.86	\$ 35.83
9	Annual	\$ 52,221.00	\$ 65,286.00	\$ 78,351.00
	Pay Period	\$ 2,008.50	\$ 2,511.00	\$ 3,013.50
	Hourly	\$ 26.78	\$ 33.48	\$ 40.18
10	Annual	\$ 58,558.50	\$ 73,203.00	\$ 87,847.50
	Pay Period	\$ 2,252.25	\$ 2,815.50	\$ 3,378.75
	Hourly	\$ 30.03	\$ 37.54	\$ 45.05
11	Annual	\$ 65,656.50	\$ 82,075.50	\$ 98,494.50
	Pay Period	\$ 2,525.25	\$ 3,156.75	\$ 3,788.25
	Hourly	\$ 33.67	\$ 42.09	\$ 50.51
12	Annual	\$ 73,593.00	\$ 92,001.00	\$ 110,409.00
	Pay Period	\$ 2,830.50	\$ 3,538.50	\$ 4,246.50
	Hourly	\$ 37.74	\$ 47.18	\$ 56.62
13	Annual	\$ 82,504.50	\$ 103,135.50	\$ 123,766.50
	Pay Period	\$ 3,173.25	\$ 3,966.75	\$ 4,760.25
	Hourly	\$ 42.31	\$ 52.89	\$ 63.47
14	Annual	\$ 92,508.00	\$ 115,635.00	\$ 138,762.00
	Pay Period	\$ 3,558.00	\$ 4,447.50	\$ 5,337.00
	Hourly	\$ 47.44	\$ 59.30	\$ 71.16
ED	Annual	\$ 123,883.50	\$ 154,849.50	\$ 185,815.50
	Pay Period	\$ 4,764.75	\$ 5,955.75	\$ 7,146.75
	Hourly	\$ 63.53	\$ 79.41	\$ 95.29

Board of Trustees
Mount Prospect Public Library

Capital Projects Fund September 18, 2025 Amendment				
	Original 2025	9/18/2025	Amendment \$	
Capital Projects Fund Revenue	Budget	Amendment	Difference	
Interest	\$ 75,000	\$ 75,000	\$ -	
Transfer from Library Fund	\$ 800,000	\$ 800,000	\$ -	
Total Capital Projects Fund Revenues	\$ 875,000	\$ 875,000	\$ -	
	Original 2025	9/18/2025	Amendment \$	
Capital Projects Fund Expenses	Budget	Amendment	Difference	
Humidifier controls	\$ 8,000	\$ -	\$ (8,000)	
Server Room AC Replacement	\$ 35,000	\$ 24,050	\$ (10,950)	
Automatic doors (Main and Garage entrance)	\$ 85,000	\$ 66,248	\$ (18,752)	
Garage Strobe Light Replacement	\$ 10,000	\$ 10,000	\$ -	
Garage Sprinkler Head Replacement	\$ 20,000	\$ -	\$ (20,000)	
Surge Protector Replacement	\$ 5,000	\$ 5,000	\$ -	
Phone system Replacement	\$ 50,000	\$ 20,000	\$ (30,000)	
Prox Card Readers	\$ 10,000	\$ -	\$ (10,000)	
Automatic door operators	\$ 27,000	\$ 13,346	\$ (13,654)	
Ongoing project buffer	\$ -	\$ 13,864	\$ 13,864	
Garage Level Retaining Walls	\$ -	\$ 20,500	\$ 20,500	
LED Lighting Retrofit	\$ -	\$ 81,500	\$ 81,500	
Project B - 2025 Preconstruction Expenses	\$ -	\$ 432,724	\$ 432,724	
Total Capital Projects Fund Expenses	\$ 250,000	\$ 687,232	\$ 437,232	

MEMO – PUBLIC SIGNAGE AND DISPLAY POLICY AND PUBLIC SOLICITATION AND DISTRIBUTION POLICY

Mount Prospect Public Library

To: Board of Trustees

From: Su Reynders, Executive Director

Date: September 18, 2025

Re: 2025 Policy Review Project and Review of Public Signage and Display Policy and Public Solicitation and Distribution Policy

Comments: We are about 85% of the way through an evaluation of all our public policies. Remaining are a few circulation policies and the personnel handbook.

In total, 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 (complete)
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 Signage and Display Policy and Public Solicitation and Distribution Policy** in the Use of Facilities category.

1. Public Signage and Display Policy Updates

- a. Combined the following policies into a single document:
 - i. Bulletin Boards and Youth Display Wall
 - ii. Display Case Policy
 - iii. Exhibit Policy
 - iv. Public Sign Policy
 - b. Removed procedures and duplicated language in all sections.
-

-
- c. Added a consolidated Purpose section that outlines the goals of the policy and removed the individual entries. (IA)
 - d. Consolidates general display guidelines into a single section. (IIA)
 - e. Removed exhibit permissions as we have had no requests for at least 6-10 years, and we do not have any proper freestanding exhibit space. (V)

2. Public Solicitation and Distribution Policy Updates

- a. Added a Purpose section that outlines the goals of the policy. (IA)
 - b. Specified prohibited solicitation activities. (IIA)
 - c. Added a differentiation between “solicitation” and “panhandling.” (IIB)
 - d. Specified “not-for-profit” as allowed. (IIB 1 and 2)
 - e. Added list of acknowledgements for solicitors. (IIC)
-

Public Signage and Display Policy

I. Purpose

- A. The Mount Prospect Public Library provides the opportunity for individuals and not-for-profit organizations to temporarily post or display items in designated areas. This policy governs the posting and display of information or items by individuals, groups, or organizations not affiliated with the library, subject to the time, place, and manner rules outlined here.

II. General Public Display Guidelines

- A. The public availability of displays and bulletin boards at the library is guided by the American Library Association's Library Bill of Rights. Space will be made available on an equitable basis regardless of the beliefs or affiliations of individuals, groups, or organizations and posted materials will not be proscribed or removed because of partisan or doctrinal disapproval.
- B. The library does not endorse the beliefs or viewpoints of the topics which may be the subject of bulletin boards or displays. The library does not accept responsibility for ensuring that all points of view are represented in a single display.
- C. The library reserves the right to determine at its sole discretion what materials will be displayed or posted as well as scheduling, duration, and assignment of spaces. The library reserves the right to review all materials in advance.
- D. All items posted or displayed must be of community wide interest and compatible with library usage. Individuals, groups, or organizations based in Mount Prospect will be given priority.
- E. Commercial or for-profit information will not be posted or displayed. Displays are not to be used for the sale of merchandise or services or to solicit donations.
- F. The library does not post materials urging support of or opposition to candidates for office or to issues on the ballot.
- G. The library does not take responsibility nor assume liability for materials posted or displayed. The library will not be liable for loss, theft, or damage.

III. Bulletin Boards and Display Walls

- A. The purpose of the library's bulletin boards and display walls is to provide a place to post local, regional, and community information. Individuals, groups, or organizations based in Mount Prospect will be given priority.
- B. The Youth display wall and bulletin boards may be used to post creative works by students or children ages 11 and under.
- C. Library bulletin boards and display walls are the domain of the library. The library has sole discretion for what is posted and for how long.
- D. Materials will be posted only if space allows and may be limited by size.
- E. Materials posted must be approved by the library and will be posted by library staff only. Unapproved materials will be removed.

IV. Display Cases

- A. The purpose of providing display cases is to allow not-for-profit individuals, groups, or organizations to display items or information of artistic, educational, informational, or cultural value to the community at large.
- B. There are a limited number of display cases available for public use. The library reserves the right to use one or more cases for library use, and to reschedule any outside booking if the library needs to use a reserved case.
- C. Display materials may be disposed of if not claimed within 30 days.
- D. Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

V. Exhibits

- A. The library has very limited open floor space and therefore does not allow individuals, groups, or organizations to stage freestanding exhibits.

VI. Exterior Signage and Displays

- A. The library's exterior signage and displays are not available for public use.
- B. The electronic promotional sign located on library property at Main Street and Central Road is reserved solely for the library to share information about library services, events, and activities.

Revision History

This policy incorporates and replaces the previous Bulletin Boards and Youth Display Wall, Display Case Policy, Exhibit Policy, and Public Sign Policy. Approved xx/xx/xxxx.

Public Solicitation and Distribution Policy

I. Purpose

- A. This policy is designed to set reasonable rules regarding the permitted use of library buildings and surrounding property, including content-neutral restriction of conduct involving soliciting signatures and passing out literature.

II. Policy

- A. Individuals are prohibited from engaging in solicitation including but not limited to gathering of signatures on petitions or distribution of literature on library property. Prohibited solicitation activities include:
 - 1. Inside all library buildings;
 - 2. In or around the entrances to all library buildings;
 - 3. Anywhere that interferes with uninhibited ingress/egress to library buildings;
 - 4. In library parking lots;
 - 5. In or around the library materials return box and the immediate surrounding area;
 - 6. In areas designated by the Fire Department as fire or emergency lanes; and
 - 7. Anywhere else solicitation, petitioning, leafletting and/or distribution of materials is prohibited by the Village of Mount Prospect.
- B. Individuals may be on the public sidewalk and engage in petitioning, solicitation, and/or distribution of literature as long as they comply with applicable laws and ordinances and do not disrupt library operations or impede individuals from entering or leaving the library.
 - 1. "Solicitation" refers to oral persuasion to secure an individual's agreement to join or support a not-for-profit endeavor, cause, group, organization, event, candidate, or ballot initiative. "Solicitation" as used in this policy does not refer to panhandling. Panhandling is prohibited, as is solicitation for the benefit of a for-profit group or individual.
 - 2. "Distribution of literature" refers to the dissemination or posting of flyers, brochures, and other written materials promoting a not-for-profit cause, group, organization, event, candidate, or ballot initiative.
- C. By petitioning or distributing literature on public sidewalks outside library property, all solicitors acknowledge and agree that:
 - 1. Solicitation is allowed only on public sidewalks outside library property. It is prohibited to block, hinder, interfere, or otherwise impede individuals wishing to exit or enter the building, or seek to intimidate individuals into signing a petition or accepting a leaflet anywhere on library property.
 - 2. The library does not assume responsibility for any harm or injury suffered by individuals circulating petitions or distributing leaflets, or by those who are signing a petition.
 - 3. The presence of individuals circulating petitions for signatures or distributing leaflets outside a library facility does not constitute the library's endorsement of any candidate, nor does it constitute support or opposition of the subject matter of any initiative or referendum.

Revision History

03/01/2016, 04/17/2014

Mount Prospect Public Library
Board of Library Trustees

2025 Mount Prospect Public Library ED Evaluation Timeline

Date	Action
11/20/2025	Include this document in the packet for the November Board meeting.
1/5/2026	Board President (who is also Personnel Committee Chair) send out ED evaluation form to all trustees.
1/5/2026	MPPL Executive Director to send annual self-evaluation and summary of accomplishments.
1/23/2026	Evaluation completed and returned to the Board President.
TBD based on Personnel Committee meeting date	Board President (or designee) to collate comments from individual board evaluations and send it to all trustees.
Special Meeting 2/5/2026 OR Closed Session during Regular 2/19/2026 meeting	Personnel Committee (all trustees) will meet to review and discuss individual trustee feedback and discuss ED summary of accomplishments. Recommend any compensation change.
TBD	Discuss ED-identified goals, strategic plan goals, and Board-identified goals for the upcoming year and agree on a consolidated document.
Early March 2026	Board President will meet one-on-one with the Executive Director to discuss collective Board feedback.
Regular Meeting 3/19/2026	Approve any compensation changes for ED.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

August 2025

Fiction/AV/Teen

- 1) Patrons eagerly scooped up this year's Tiny Art kits, with 226 participants taking one home. Workshop programs gave adult and teen patrons opportunities to work on their pieces together with some extra resources. 101 completed pieces of artwork from teens and adults were displayed at the Tiny Art Show Sneak Preview Party.
- 2) Snack Bracket returned as an activity for users of the Teen Space. Voting continued throughout the month until the winner was determined to be Sour Patch Kids.
- 3) The Friends of the Library sponsored a "Chocolate Tasting with Morkes Chocolates" program for adults.



South Branch & Community Engagement

- 1) We participated in the Village's Family Health Expo at Pocket Park alongside various community organizations and businesses showcasing resources and services that promote health and wellness. The event was well attended by community members of all ages, many of whom appeared to be passing by. The library's table displayed items from our collection, print resources, and promotional giveaways.
- 2) On Tuesday, August 12, we attended the Village Board Committee of the Whole meeting at which the findings and recommendations regarding the potential expansion of the Community Connections Center were presented. Esther Salutillo provided pertinent background information, and the consultant presented the key findings to the Board. The Board members posed questions and shared initial feedback concerning the assessment results and the potential budget implications. Overall, their response was largely supportive. The next phase will involve Human Services identifying the specific services and resources they wish to offer at an expanded facility.
- 3) We hosted five 1-on-1 technology sessions, receiving very positive feedback from participants. One attendee noted that they were able to apply their newly acquired skills to complete an English placement test for ESL classes.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) We hosted a Tiny Art Workshop and the participating artists created over 20 pieces that were displayed in the library, along with several more that patrons took home and returned. This was triple the amount of returns we received last year, so it is likely that we will host a workshop for future programs.
- 5) We participated in the Village's 7th annual Celebration of Cultures event. We interacted with approximately 250 attendees, sharing our around-the-world themed giveaways and providing information about library resources and programs. We did not play Lotería this year as the performances were back-to-back and with no gaps during which to host the game, but it was a positive experience nonetheless and we are thinking about activities that will be a better fit for future events.



Youth Services

- 1) Youth worked with Fiction/AV/Teen to put on the annual Tiny Art Show. We had 239 kits available for pick up starting on August 11. By the end of the month, 94 canvases were returned and put on display for the public to view.
- 2) In August, we partnered up for the first time with Good Shepherd Center to provide a Gateways accredited training session for early childhood teachers. The topic was circle time activities, and we had 25 attendees (the spaces filled up quickly).
- 3) Back to school season was in full swing in August. The Outreach team visited nine back to school events and saw about 2,871 people. At the back-to-school events, circulation staff issued library cards for interested attendees, and we promoted upcoming programs for kids.



Circulation

- 1) We accompanied Youth Services staff on a number of back-to-school events this month to issue new library cards to students, and we always enjoy participating in outreach events.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) Much of August was spent preparing for the Vernon Area Public Library CCS migration and the offline time at the end of the month. We spent a lot of time planning, organizing, and communicating the upcoming limited service to patrons. The hard work paid off, as the offline time went very smoothly, with patrons being very aware of and/or understanding of our limited capabilities.



- 3) A circulation staff member put her Russian skills to use when assisting a patron who needed a new library card. Kateryna spent over 30 minutes assisting the patron in getting a new library card, showing her the first floor, and sharing information about what the library could offer. The patron mentioned that she had been leery of coming into the library and not being able to communicate. Kateryna's assistance helped the patron feel more comfortable and welcomed to the library.

Research

- 1) Mac Studio workstation reservations almost doubled in August (50 compared to 26 in July) due to the promotion of our digitizing capabilities in the September/October newsletter (which hit households in mid-August). We highlighted our new audio digitizing equipment: a reel-to-reel tape deck and cassette player. Many of our August reservations were for patrons working on audio digitizing.
- 2) We hosted our first Genealogy Chat, an in-person discussion group where participants can share their research strategies and receive suggestions for further research. Nine patrons attended; all were enthusiastic about the new group and requested additional sessions. The next chat program will be in January 2026.
- 3) "Cutting the Cord: Getting the Most out of Streaming Services" (virtual) was the program with the highest attendance (32). We offer this program three to four times a year and attendance is consistently at least 30 for each session. As long as patrons are interested, we will continue to offer this program.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Patron Services

- 1) As per our strategic plan, we are preparing to launch a new service, selling license plate stickers. This will be the first of our "Citizen Services." We have training scheduled for mid-September and are working with Finance to finalize the new point-of-sale system. Our plan is to launch in October.
- 2) We worked on instructional documents for the new phone system, which will be shared with all staff in preparation for go-live in September.
- 3) August was another busy month for Museum Adventure Passes, with 82 requests.

Human Resources & Learning

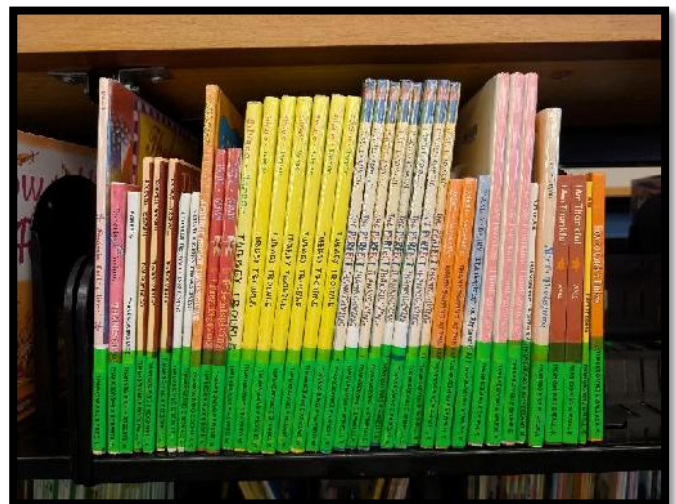
- 1) Number of open positions: 2. Youth Program & Outreach Associate (PT), South Branch Patron Assistant (PT)
- 2) Number of vacant positions filled: 3. Janitor (PT), Youth Assistant Department Head (FT), Copy Cataloger (FT)
- 3) Number of separations: 0
- 4) Staff anniversaries: None
- 5) We held our last quarterly supervisor training of the year in August, and the topic was the annual review of the year-end staff evaluation process, procedures, and best practices.

Building & Security

- 1) With the approval of the bid for the LED Retrofit & Lighting project, we have signed a contract with the vendor, and all of the supplies have been ordered. We expect that the project will begin in October and finish well in advance of the end of the year.
- 2) We have successfully completed the renovation of Study Rooms 2D and 2E. The project included the installation of sound-resistant drywall to enhance acoustic privacy, creating a quieter environment and removing the permeable fabric panels.

Technical Services

- 1) We completed the first phase of the Youth Holiday collection project. With books in the existing collection updated with new call numbers and labels, the focus now turns to adding new holidays to the collection. Due to a lack of diversity in the holiday labels available to libraries, many holiday titles in the Picture Book collection do not have the additional sticker to indicate which holiday the story is about, which in turn limits their discoverability.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Information Technology

- 1) We worked with our website hosting vendor to address recent performance issues and make improvements to the public website. Over several days, we ran an optimization process that let us test how the system responds under different conditions and adjust server settings to improve speed and stability.
- 2) The phones for the replacement project have been ordered, with implementation planned for September. This upgrade is expected to resolve ongoing issues with call quality and consistency while also providing a more cost-effective solution.



Marketing

- 1) We produced two engaging videos for social media in August. One highlighted our sorter and was so well-received that Bibliotheca, our sorter vendor, requested a copy to share on their own channels. The other, featuring an adorable yellow octopus promoting the latest One Book, One Village title, delighted viewers and added a playful, creative touch to our campaign.
- 2) August e-newsletters performed strongly across all audiences, with consistently high open rates (50–67%) and standout engagement around the Tiny Art program, One Book, One Village, and school visit resources. We have been including more web resources in our e-news, featuring PressReader in General Interest, Udemy in Business, Career & Personal Finance, and Kids web resources ran in the Elementary School e-newsletter.
- 3) Our paper newsletter, the *Preview*, hit mailboxes mid-August, and patrons have been commenting on how much they love the design of the OBOV ad and all the OBOV marketing materials. One patron commented, "It just looks awesome."
- 4) We have completed the final reviews of the new Marketing Plan, which will be presented to the Board at the September meeting.
- 5) We wrote and distributed a press release for the catalog expansion, which was published in the *Journal & Topics* on August 27 and the *Daily Herald* on September 3.
- 6) Instagram continues to outpace Facebook in both reach and engagement, with reels driving growth and non-follower visibility, while Facebook shows steadier but slower progress anchored by video content.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Friends of the Mount Prospect Public Library

- 1) The Board did not meet in August.

Mount Prospect Public Library Foundation

- 1) The Board met with and appointed Kim Hamilton to the Board.
- 2) Board members continue to solicit donations for the Fall Raffle.
- 3) The Board is still considering options for donations toward the 2026 renovation.

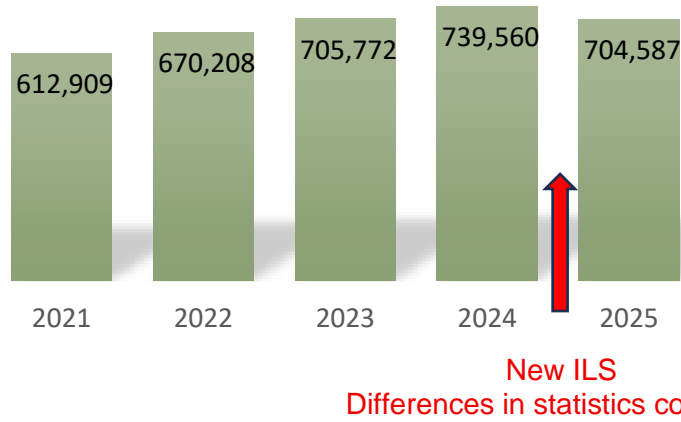
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

More Highlights from the Tiny Art Show

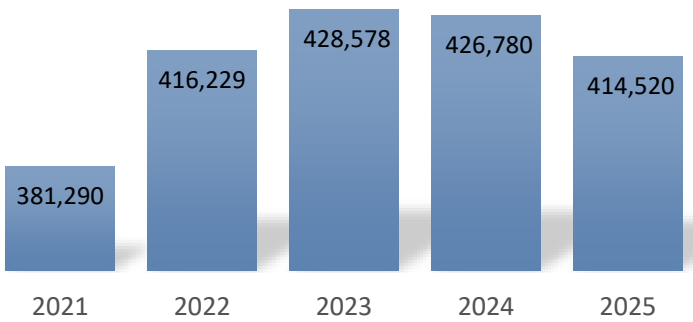


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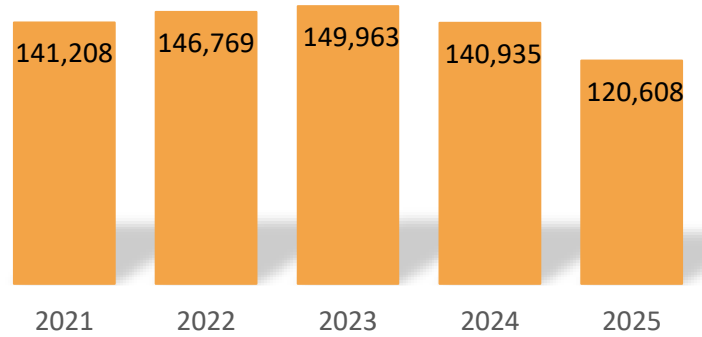
Overall Circulation YTD



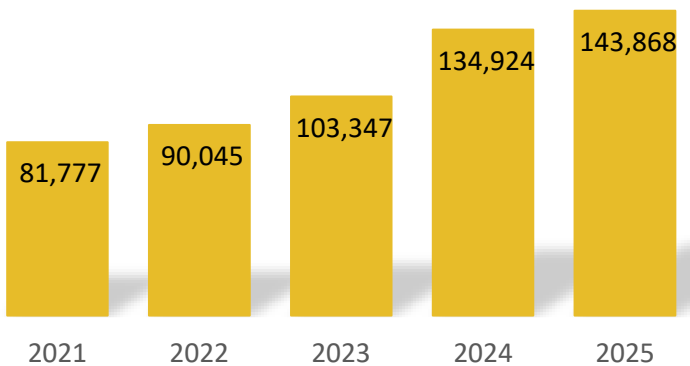
Book Circulation YTD



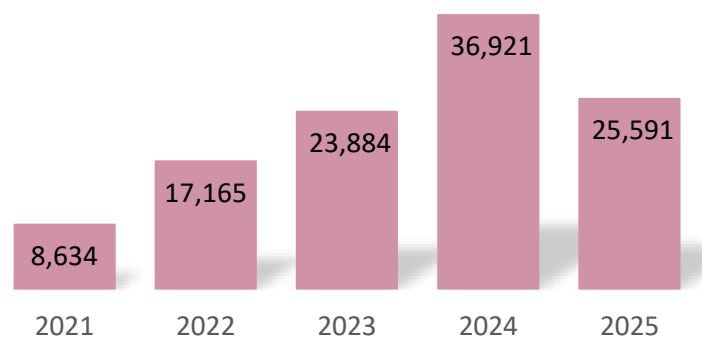
AV Circulation YTD



eMedia Circulation YTD

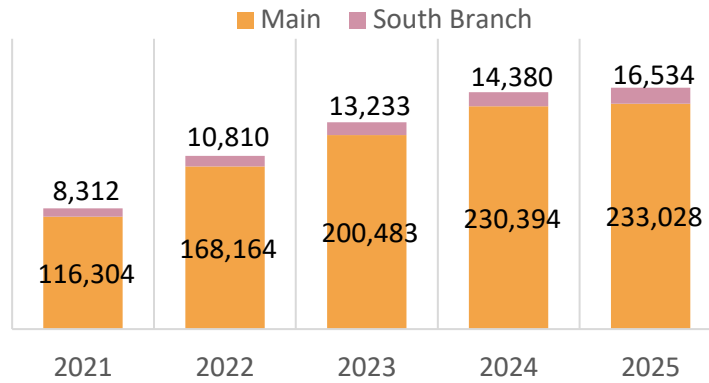


LoT Circulation YTD

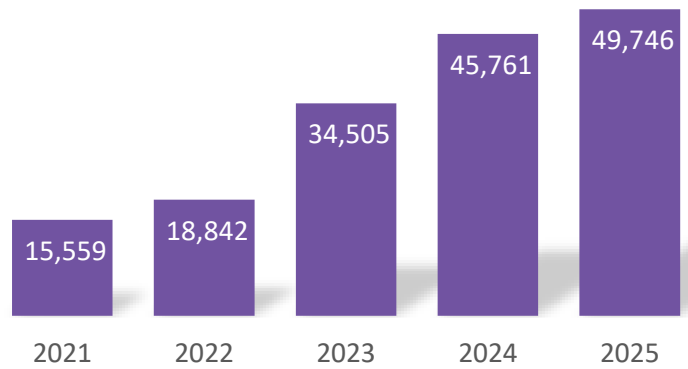


Mount Prospect Public Library
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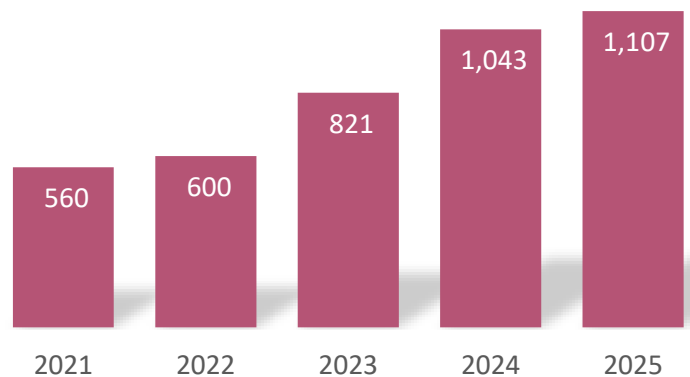
2025 Door Count - YTD



Program Attendance YTD

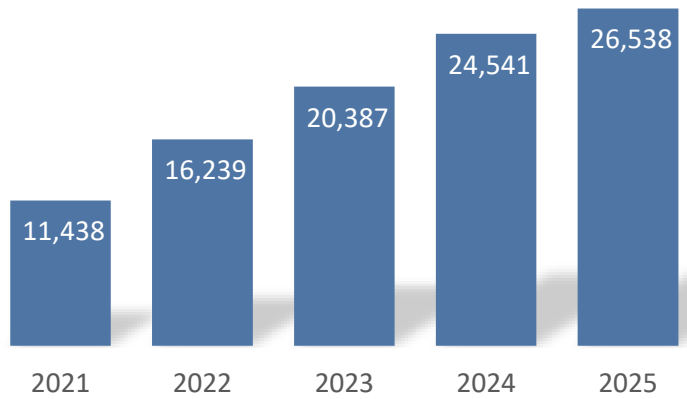


Number of Programs YTD

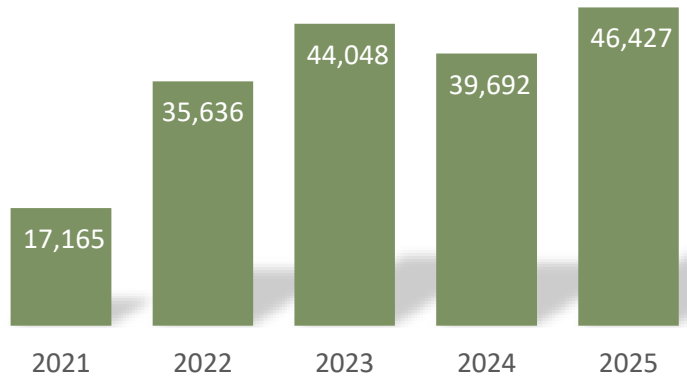


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

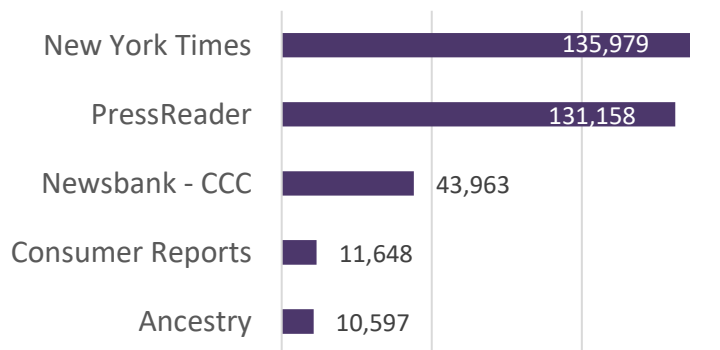
Public Computer Hours Usage YTD



Wireless Unique Users YTD

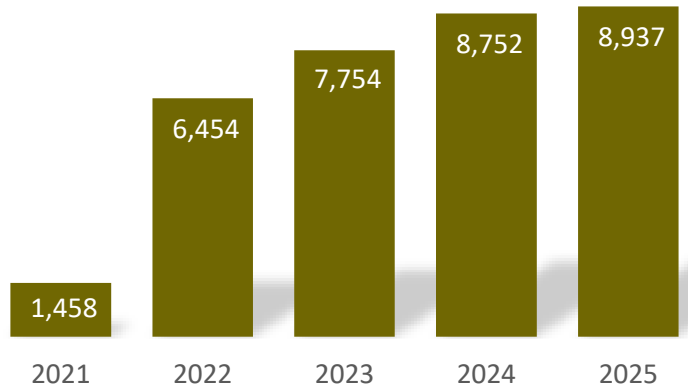


2025 YTD Top 5 Databases

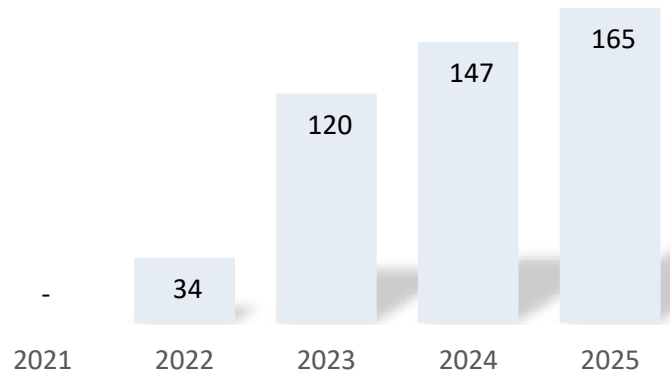


Mount Prospect Public Library
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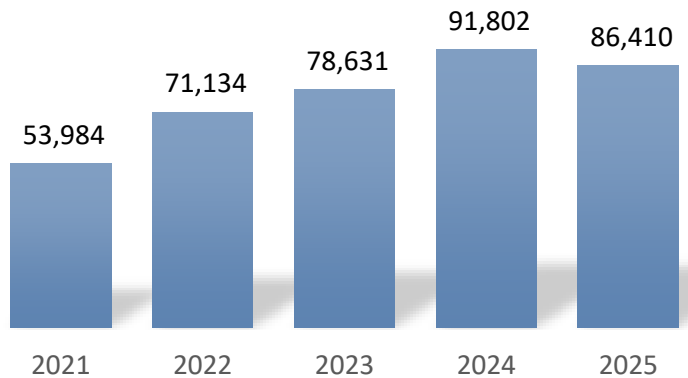
Study Room Usage YTD



Meeting Room Usage by Public YTD



Questions Answered YTD



Strategic Plan Progress Report

Items Completed in August 2025

1. No new items were completed in August.

Selected In Progress Items

1. **2nd Floor Renovation (A1B)**. Identify implementation timeline and funding of the facility Master Plan for the Main Library.
 - a. We are well into the bid documentation phase and are on track to issue bids mid-October.
 - 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. After the approval of the bid for the LED Retrofit & Lighting Project at the August Board meeting, we signed the contract with Twin Supply, and they ordered all the products. We anticipate that the work will begin in October and be completed in approximately four weeks.
 - d. We published the first proper communication to the public about the project, a press release on September 15, 2025. We are in the process of building a web page that will host information throughout the project which will be located at <https://mppl.org/about-us/updates/>.
 - e. This strategic plan item also includes the following goals that have been incorporated into our planning and design:
 - i. Signage audit/new signage (A2A)
 - ii. Display and shelving audit/new items (A3A)
 - iii. Evaluate opportunities to provide dedicated space for technology and makerspace resources (C2D)
2. **Marketing Plan (B5C)**. Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community. This strategic plan item also accommodates the Board's 2025 Executive Director goal to "develop and present a cohesive marketing and social media initiative that communicates the library offerings and resources to the Mount Prospect residents."
 - a. The library issued an RFQ in December 2024 for a marketing plan consultant and selected Stacks Consulting Group after interviewing candidates.

Mount Prospect Public Library
2022-2027 Strategic Plan Implementation Progress

- b. Since January 2025 the library has been working with our consultant to create a formal marketing plan, which will be presented to the Board at the September meeting by Molly Castor from Stacks.
 - c. Next steps will be to develop an implementation plan based on the recommendations included in the plan.
- 3. **Citizen Services (B1A).** Evaluate providing passports and/or license plate stickers.
 - a. We are moving forward with selling Illinois license plate stickers and have training scheduled for mid-September.
 - b. We are working with the Finance department to finalize our new point-of-sale system and will be receiving training.
 - c. The target launch is October if all the necessary components are in place.
- 4. **Library Card Campaign (B5B).** Create library card campaigns that target a variety of audiences and remove barriers to library sign up and use.
 - a. We developed a new campaign to coincide with September's "Library Card Sign-up Month." The campaign will include free giveaways, discounts at local businesses, and a special edition library card (Snoopy).
 - b. We plan to launch in September, and after we evaluate the results of the 2025 campaign, we plan to adjust and expand in 2026 and beyond.
- 5. **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. Get Happy with Encore! held on 8/2/25
 - b. iCloud Basics held on 8/5/25
 - c. Master Your Apple Watch held on 8/27/25
 - d. YouTube recordings posted after the program was held:
 - i. Artificial Intelligence: The Good, the Bad, and the Ugly (160 views) July-August 2025
 - ii. Financial Checkup for Retirees (88 views) July-August 2025

