

Regular Board Meeting
March 21, 2024, 7:00 p.m.
Meeting Room B

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** An opportunity for the public to comment briefly on matters included on the agenda or of interest to and within the jurisdiction of the Board. Individual speakers are limited to a maximum of five minutes.
4. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of February 15, 2024 **(3-5)**
 - b. February 2024 Bills and Financial Reports **(6-22)**
 - c. Approve Library Closing on Friday, May 3, 2024 for Staff In-Service Day
5. **Incident Management Presentation, Anne Belden, Deputy Director**
6. **Executive Director Report (2)**
 - a. February 2024 Library Activity Report **(23-32)**
 - b. CCS and Renovation Update **(33-34)**
 - c. Laura Luteri Memorial Garden
7. **Trustee Reports and Comments**
8. **Closed Session (35)**

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

Make determinations resulting from the closed session.
10. **Upcoming Meetings and Events Calendar**
 - a. March 25 – Foundation Board Meeting – Mary Anne Benden
 - b. April 2, 7:00 p.m. – National Library Week Proclamation at Village Board meeting
 - c. April 4 – Committee of the Whole Meeting – recommend cancel
 - d. April 18, 7:00 p.m. – Regular Board Meeting
 - i. First Quarter Financial Review
 - e. No Foundation Board Meeting held in April
11. **Adjournment**

Library Director Report
March 21, 2024

1. **Consent Agenda.** This is agenda item 4. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **Incident Management Presentation.** This is agenda item 5. Deputy Director Anne Belden will present an overview of how the library handles behavior and security incidents at the library.
3. **Closed Session to Review Previously Closed Minutes.** This is agenda item number 8. See the memo in the packet for details regarding the review of previously closed minutes and recordings.
4. **Laura Luteri Memorial Garden.** We have a proposal for the garden recognizing Laura Luteri, and I will present an overview at the meeting. The Friends have already approved the project, and the Foundation will consider it and make a decision by the end of April. The total estimated cost for each of the contributing organizations is \$1,000. The ideal planting time is mid-May.
5. **SEI Filing.** The deadline for filing the Statement of Economic Interest is May 1, 2024. If you don't file by the deadline there will be a \$15 late filing fee. You should have received an email with filing instructions; please notify me if you did not receive it or need any assistance.
6. **Meet the Board is Back!** Sylvia Haas was the first Trustee to host a Meet the Board event on Wednesday, March 13 from 7:00 p.m. – 9:00 p.m. Next up will be Mary Anne Benden in April.
7. **National Library Week Proclamation.** National Library Week this year is April 7-13. A proclamation will be read at the April 2 Village Board meeting at 7:00 p.m. We are looking for a Trustee to attend that meeting to accept the proclamation; if you are interested and available please let staff know.
8. **Save the Dates.** Please save the date for the following upcoming events:
 - a. Volunteer Recognition Luncheon, Saturday, August 17, 11:00 – 2:00 p.m. at Rob Roy Country Club at 505 E. Camp McDonald Road, Prospect Heights.
 - b. South Branch/Community Connections Center 15th Anniversary Celebration, Thursday, August 8, 4:00 – 6:30 p.m. at 1711 W. Algonquin Road.

**Regular Board Meeting
February 15, 2024
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:02 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan [arrived at 7:06 p.m.], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

Staff Present: Stephen Barnes, Anne Belden, Jo Broszczak, Tom Garvin, Malachi Kohlwey, Su Reynders. Steph Wolferman, Suzanne Yazel

Visitors: Gail Bajkowski, Foundation President; Pat Klawitter, Friends President; John Shales, Shales McNutt Construction

3. Public Comment

There was no public comment.

4. Resolution of Appreciation – Mount Prospect Public Library Foundation

Marie Bass read aloud the Resolution of Appreciation for the Mount Prospect Public Library Foundation, and Foundation President Gail Bajkowski thanked the library.

5. Resolution of Appreciation – Friends of the Mount Prospect Public Library

Marie Bass read aloud the Resolution of Appreciation for the Friends of the Mount Prospect Public Library, and Friends President Pat Klawitter thanked the library.

6. Consent Agenda

- a. Minutes of Regular Board Meeting of January 18, 2024
- b. January 2024 Bills and Financial Reports
- c. Resolution of Appreciation Mount Prospect Public Library Foundation
- d. Resolution of Appreciation Friends of the Mount Prospect Public Library
- e. 2024 Non-Resident Card Fee of \$480.00
- f. 2023 Illinois Public Library Annual Report (IPLAR)

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

7. Approve Project A Renovation Bids and Budget

John Shales, President of Shales McNutt Construction presented the results from the bid opening on January 30 for the Project A interior renovation.

Motion was made by Trustee O'Sullivan and seconded by Trustee Haas to approve the bids and budget as presented for the Project A interior renovation. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

8. Youth Partnerships/Outreach Presentation

Youth Department Head Steph Wolferman and Early Childhood Outreach Librarian Stephen Barnes gave a presentation highlighting the library's early childhood outreach relationships with schools and organizations in the community. The Youth Outreach Team is committed to providing the bridge between the library and the schools for children from birth to fifth grade and their educators.

9. Staff Engagement Survey Results

Human Resources Manager Suzanne Yazel gave an executive summary presentation on the Employee Engagement Survey. Suzanne reported the strengths, opportunities, and recommendations collected from the survey including that MPPL staff are passionate in serving the Mount Prospect community.

10. Executive Director Report

Executive Director Su Reynders reported that former Library Trustee Laura Luteri recently passed away and that a Celebration of Life will be held on Saturday, February 24.

11. Trustee Reports and Comments

Trustee O'Sullivan attended the Foundation Board meeting on January 22 and reported the Foundation will host the Mini Golf Fundraiser on March 16.

12. Upcoming Meetings and Events Calendar

- a. February 26 – Foundation Board Meeting – Marie Bass
- b. March 7 – Committee of the Whole Meeting – canceled
- c. March 21, 7:00 p.m. – Regular Board Meeting
 - i. Review closed session minutes and recordings
- d. March 25 – Foundation Board Meeting – Mary Anne Benden

13. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:09 p.m. Voice vote carried.

Sylvia G. Fulk, Secretary

DRAFT

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of February 29, 2024

Library General Fund	7,032,718.39
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,330,275.34
Debt Service Fund	0.00
Gift Fund	572,817.36

Total All Funds 15,051,857.35

Disbursements February 2024 \$ 1,183,289.95

Financial Summary

Fund Balances

Combined Library General & Working Cash Funds	\$	9,148,764.65
Annual Operating Budget 2024	\$	11,191,400.00
Combined Balance - Months in Reserve		9.8
Combined Balance - Percentage in Reserve		81.7%

YTD February Spending

- * We're on target with spending, and our YTD percentage expended is 14.7%
- * Last year at this time, we had expended 15.5%

Levy Collection

- * To date, 13.12% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 02/29/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$1,437,557.13	\$0.00	\$0.00	\$0.00	\$0.00	\$1,437,557.13
Interest Income	\$30,697.80	\$0.00	\$25,520.23	\$0.00	\$0.00	\$56,218.03
Miscellaneous Fees	\$1,782.33	\$0.00	\$0.00	\$0.00	\$0.00	\$1,782.33
Miscellaneous Income	\$5.70	\$0.00	\$0.00	\$0.00	\$284.80	\$290.50
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$8.39	\$8.39
Total Revenues	\$1,470,042.96	\$0.00	\$25,520.23	\$0.00	\$293.19	\$1,495,856.38
Expenses						
Salaries & Benefits	\$563,323.66	\$0.00	\$0.00	\$0.00	\$0.00	\$563,323.66
Management Expense	\$35,991.70	\$0.00	\$0.00	\$0.00	\$0.00	\$35,991.70
Operating Expense	\$13,461.23	\$0.00	\$0.00	\$0.00	\$0.00	\$13,461.23
Building Expense	\$75,706.71	\$0.00	(\$143,766.50)	\$0.00	\$0.00	(\$68,059.79)
Library Materials	\$99,012.29	\$0.00	\$0.00	\$0.00	\$0.00	\$99,012.29
Reimbursable Expense	\$4,294.55	\$0.00	\$0.00	\$0.00	\$0.00	\$4,294.55
Capital Outlay	\$0.00	\$0.00	(\$260,511.52)	\$0.00	\$0.00	(\$260,511.52)
Total Expenses	\$791,790.14	\$0.00	\$116,745.02	\$0.00	\$0.00	\$908,535.16
BEGINNING FUND BALANCE	\$6,354,465.57	\$2,116,046.26	\$5,421,500.13	\$0.00	\$572,524.17	\$14,464,536.13
NET SURPLUS/(DEFICIT)	\$678,252.82	\$0.00	(\$91,224.79)	\$0.00	\$293.19	\$587,321.22
ENDING FUND BALANCE	\$7,032,718.39	\$2,116,046.26	\$5,330,275.34	\$0.00	\$572,817.36	\$15,051,857.35

Mount Prospect Public Library Revenue Report

For the Period Ended 02/29/2024

<u>Library 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>
Property Taxes	\$1,437,557.13	\$1,437,557.13	\$10,958,000.00	\$9,520,442.87	13.12%	86.88%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$30,697.80	\$63,968.71	\$75,000.00	\$11,031.29	85.29%	14.71%
Fees	\$1,687.97	\$3,681.42	\$10,600.00	\$6,918.58	34.73%	65.27%
For Sale Items	\$94.36	\$163.96	\$20,200.00	\$20,036.04	0.81%	99.19%
Miscellaneous Income	\$5.70	\$5.70	\$0.00	(\$5.70)	0.00%	0.00%
Friends Reimbursement	\$0.00	\$2,688.35	\$0.00	(\$2,688.35)	0.00%	0.00%
Foundation Reimbursement	\$0.00	\$1,185.92	\$0.00	(\$1,185.92)	0.00%	0.00%
Village Reimbursement	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.00%	100.00%
Grant Income	\$0.00	\$73,800.00	\$73,000.00	(\$800.00)	101.10%	(1.10%)
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$1,470,042.96	\$1,583,051.19	\$11,222,500.00	\$9,639,448.81	14.11%	85.89%
<u>Working Cash Fund</u>						
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%
<u>Capital Projects Fund</u>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$25,520.23	\$52,639.02	\$0.00	(\$52,639.02)	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	\$25,520.23	\$52,639.02	\$0.00	(\$52,639.02)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 02/29/2024

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
<u>Debt Service Fund</u>						
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 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<u>Gift Fund</u>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$284.80	\$492.69	\$5,000.00	\$4,507.31	9.85%	90.15%
Donations	\$8.39	\$8.39	\$0.00	(\$8.39)	0.00%	0.00%
Total Gift Fund	\$293.19	\$501.08	\$5,000.00	\$4,498.92	10.02%	89.98%

Mount Prospect Public Library Expense Report

For the Period Ended 02/29/2024

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$451,586.80	\$945,085.48	\$5,931,000.00	\$4,985,914.52	15.93%	84.07%
IMRF	\$13,321.36	\$42,560.01	\$345,000.00	\$302,439.99	12.34%	87.66%
MC/FICA	\$32,493.85	\$67,692.31	\$454,000.00	\$386,307.69	14.91%	85.09%
Medical Insurance	\$64,422.18	\$134,356.49	\$820,000.00	\$685,643.51	16.38%	83.62%
Life Insurance	\$150.05	\$715.37	\$3,000.00	\$2,284.63	23.85%	76.15%
Unemployment Compensation Tax	\$1,349.42	\$1,349.42	\$23,000.00	\$21,650.58	5.87%	94.13%
Total Salaries & Benefits	\$563,323.66	\$1,191,759.08	\$7,576,000.00	\$6,384,240.92	15.73%	84.27%
Management Expenses						
Audit	\$0.00	\$0.00	\$5,600.00	\$5,600.00	0.00%	100.00%
Legal Fees	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%	100.00%
Printing	\$13,784.73	\$15,353.97	\$126,000.00	\$110,646.03	12.19%	87.81%
Marketing	\$3,869.33	\$5,802.08	\$74,000.00	\$68,197.92	7.84%	92.16%
Professional Dues	\$1,713.00	\$3,463.00	\$17,000.00	\$13,537.00	20.37%	79.63%
Board Development	\$666.00	\$716.00	\$2,500.00	\$1,784.00	28.64%	71.36%
Human Resources	\$15,618.93	\$22,374.51	\$172,700.00	\$150,325.49	12.96%	87.04%
Other Operating	\$339.71	\$576.43	\$38,700.00	\$38,123.57	1.49%	98.51%
Total Management Expenses	\$35,991.70	\$48,285.99	\$446,500.00	\$398,214.01	10.81%	89.19%
Operating Expenses						
Telecommunications	\$3,533.74	\$7,107.64	\$35,900.00	\$28,792.36	19.80%	80.20%
Insurance	\$0.00	\$0.00	\$116,000.00	\$116,000.00	0.00%	100.00%
Office Supplies	\$1,817.45	\$2,634.30	\$29,300.00	\$26,665.70	8.99%	91.01%
Library Supplies	\$1,022.91	\$2,241.96	\$24,700.00	\$22,458.04	9.08%	90.92%
Postage	\$4,064.86	\$4,675.48	\$31,800.00	\$27,124.52	14.70%	85.30%
Contract Services	\$5,666.66	\$15,649.65	\$142,000.00	\$126,350.35	11.02%	88.98%
Software	(\$2,644.39)	\$17,891.18	\$120,900.00	\$103,008.82	14.80%	85.20%
Total Operating Expenses	\$13,461.23	\$50,200.21	\$500,600.00	\$450,399.79	10.03%	89.97%

Mount Prospect Public Library Expense Report

For the Period Ended 02/29/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$54,049.40	\$62,990.14	\$133,800.00	\$70,809.86	47.08%	52.92%
Hardware & System Maintenance	\$6,010.81	\$14,673.65	\$139,600.00	\$124,926.35	10.51%	89.49%
Janitorial	\$5,641.41	\$12,235.73	\$76,300.00	\$64,064.27	16.04%	83.96%
Equipment	\$3,193.30	\$19,205.57	\$199,000.00	\$179,794.43	9.65%	90.35%
Utilities	\$6,811.79	\$11,342.88	\$49,300.00	\$37,957.12	23.01%	76.99%
Total Building Expenses	\$75,706.71	\$120,447.97	\$598,000.00	\$477,552.03	20.14%	79.86%
Services and Resources						
Adult Print	\$13,623.99	\$30,080.41	\$247,600.00	\$217,519.59	12.15%	87.85%
Adult AV	\$1,718.05	\$2,368.22	\$42,600.00	\$40,231.78	5.56%	94.44%
Youth Print	\$10,523.02	\$21,697.32	\$159,700.00	\$138,002.68	13.59%	86.41%
Youth AV	\$3,328.49	\$3,677.66	\$26,200.00	\$22,522.34	14.04%	85.96%
Magazines	\$6,189.70	\$9,540.55	\$19,300.00	\$9,759.45	49.43%	50.57%
Electronic Resources	\$17,959.63	\$65,773.03	\$186,600.00	\$120,826.97	35.25%	64.75%
Digital Media	\$34,117.72	\$56,194.57	\$317,000.00	\$260,805.43	17.73%	82.27%
E-Learning	\$0.00	\$20,483.22	\$49,500.00	\$29,016.78	41.38%	58.62%
Library of Things	\$5,212.85	\$8,004.55	\$68,000.00	\$59,995.45	11.77%	88.23%
Microform	\$0.00	\$0.00	\$700.00	\$700.00	0.00%	100.00%
Processing Supplies	\$1,932.72	\$3,416.22	\$28,000.00	\$24,583.78	12.20%	87.80%
Programs	\$4,406.12	\$8,002.50	\$103,300.00	\$95,297.50	7.75%	92.25%
Total Services and Resources	\$99,012.29	\$229,238.25	\$1,248,500.00	\$1,019,261.75	18.36%	81.64%
Transfers						
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$750.00	\$750.00	\$10,000.00	\$9,250.00	7.50%	92.50%
Friends Expenses	\$3,544.55	\$4,957.29	\$10,000.00	\$5,042.71	49.57%	50.43%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.00%	100.00%
Total Sponsored Expenses	\$4,294.55	\$5,707.29	\$21,800.00	\$16,092.71	26.18%	73.82%

Mount Prospect Public Library Expense Report

For the Period Ended 02/29/2024

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Total Library Fund	\$791,790.14	\$1,645,638.79	\$11,191,400.00	\$9,545,761.21	14.70%	85.30%
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	(\$143,766.50)	\$252.00	\$0.00	(\$252.00)	0.00%	0.00%
400-6805-99 Building Maintenance - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6845-99 Equipment & Furnishings - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7000-99 Capital Outlay - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7010-99 Capital Outlay	\$260,511.52	\$269,403.62	\$3,000,000.00	\$2,730,596.38	8.98%	91.02%
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	\$116,745.02	\$269,655.62	\$3,000,000.00	\$2,730,344.38	8.99%	91.01%
<u>Debt Service Fund</u>						
500-6120-99 Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6180-99 Principal payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6181-99 Principal Payment LT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%

Mount Prospect Public Library Expense Report

For the Period Ended 02/29/2024

<u>Gift 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>
300-6840-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%
300-7060-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7300-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 02/29/2024

Date	Source	Amount
02/01/2024	CONSTELLATION NEW EN	\$3197.67
02/01/2024	AMAZON	\$129.73
02/01/2024	USPS	\$14.54
02/01/2024	PROPAY	\$39.95
02/01/2024	LIBRARYWORKS INC	\$49.00
02/01/2024	S&S Worldwide	\$182.97
02/02/2024	Payroll 2024-0202	\$150784.09
02/02/2024	Payroll 2024-0202	\$55458.42
02/02/2024	BAKER & TAYLOR, INC.	\$4736.08
02/02/2024	BLICK ART MATERIALS	\$74.82
02/02/2024	CINTAS #22	\$84.42
02/02/2024	CONSUMER LAB.COM, LL	\$795.67
02/02/2024	INGRAM	\$301.21
02/02/2024	INTERIOR TROPICAL GA	\$120.00
02/02/2024	MARK D. ANDERSON	\$350.00
02/02/2024	OVERDRIVE, INC.	\$312.18
02/02/2024	SMC CONSTRUCTION SER	\$143766.50
02/02/2024	SOUND INCORPORATED	\$595.00
02/02/2024	TECHNOLOGY MANAGEMEN	\$1067.60
02/02/2024	VARIETY VENDORS	\$104.00
02/02/2024	VILLAGE OF MOUNT PRO	\$8562.46
02/02/2024	W. W. GRAINGER, INC.	\$459.52
02/02/2024	WAREHOUSE DIRECT	\$129.76
02/02/2024	ICMA RETIREMENT TRUS	\$6725.53
02/02/2024	EMPLOYEE BENEFITS CO	\$1444.92
02/02/2024	WALMART	\$82.47
02/02/2024	ONLINE LABELS, INC	\$148.44
02/02/2024	AMAZON	\$25.80
02/02/2024	CROWDPURR.COM	\$49.99
02/02/2024	AMERICAN LIBRARY AS	\$300.00
02/02/2024	AMAZON	\$2.99
02/02/2024	AMAZON	\$8.99
02/02/2024	AMAZON	\$8.99
02/02/2024	DISNEY	\$9.99
02/02/2024	HBO	\$149.99
02/02/2024	NETFLIX	\$15.49
02/02/2024	PEACOCK	\$59.99
02/02/2024	WALMART	\$10.68

02/04/2024	OCULUS	\$23.90
02/04/2024	OCULUS	\$28.68
02/04/2024	OCULUS	\$23.90
02/04/2024	OCULUS	\$23.90
02/04/2024	OCULUS	\$11.94
02/04/2024	OCULUS	\$11.94
02/04/2024	OCULUS	\$19.91
02/04/2024	OCULUS	\$11.94
02/04/2024	OCULUS	\$19.91
02/04/2024	OCULUS	\$23.90
02/04/2024	OCULUS	\$11.94
02/04/2024	OCULUS	\$19.91
02/04/2024	OCULUS	\$19.91
02/04/2024	OCULUS	\$11.94
02/04/2024	OCULUS	\$23.90
02/04/2024	LA FLORENCIA BAKERY	\$5.40
02/04/2024	USPS	\$6.56
02/04/2024	USPS	\$6.95
02/04/2024	AMAZON	\$48.50
02/04/2024	AMAZON	\$8.99
02/04/2024	APPLE.COM	\$9.99
02/04/2024	DISNEY	\$19.99
02/04/2024	DISNEY	\$19.99
02/04/2024	DISNEY	\$19.99
02/04/2024	NETFLIX	\$15.49
02/05/2024	VILLAGE OF MOUNT PRO	\$99798.32
02/05/2024	MICROSOFT	\$6.60
02/05/2024	MICROSOFT	\$66.00
02/05/2024	AMAZON	\$32.90
02/05/2024	JEWEL OSCO	\$9.98
02/05/2024	ATLANTA CHEMICAL ENG	\$55.46
02/05/2024	AMAZON	\$8.99
02/05/2024	AMAZON	\$8.99
02/05/2024	AMAZON	\$8.99
02/05/2024	DISNEY	\$19.99
02/05/2024	DISNEY	\$19.99

02/05/2024	DISNEY	\$19.99
02/05/2024	SQUARESPACE, INC.	\$20.00
02/06/2024	PLA	\$277.00
02/06/2024	DISNEY	\$19.99
02/06/2024	JEWEL OSCO	\$6.99
02/07/2024	AT&T	\$103.39
02/07/2024	AMAZON	\$107.56
02/07/2024	NETFLIX	\$15.49
02/07/2024	NETFLIX	\$15.49
02/07/2024	NETFLIX	\$15.49
02/07/2024	USPS	\$3.79
02/08/2024	AT&T	\$732.81
02/08/2024	CC-AIRFARE	\$395.78
02/08/2024	AMAZON	\$70.44
02/08/2024	YESASIA.COM	\$42.45
02/08/2024	CC-AIRFARE	\$395.78
02/09/2024	AMERICAN LANDSCAPING	\$1050.00
02/09/2024	AMERICAN NATIONAL SK	\$887.03
02/09/2024	ANDERSON LOCK CO. LT	\$32.55
02/09/2024	B2B TECHNOLOGIES	\$7955.93
02/09/2024	BAKER & TAYLOR, INC.	\$6324.44
02/09/2024	Cooperative Computer	\$5666.66
02/09/2024	DEMCO	\$413.03
02/09/2024	FILTER SERVICES INC	\$1171.36
02/09/2024	INGRAM	\$261.24
02/09/2024	MIDWEST TAPE	\$359.91
02/09/2024	OVERDRIVE, INC.	\$13343.03
02/09/2024	PRONUNCIATOR LLC	\$1995.00
02/09/2024	ROTARY CLUB OF RIVER	\$375.00
02/09/2024	SUPERIOR INDUSTRIAL	\$204.75
02/09/2024	TIGERLILY MUSIC	\$750.00
02/09/2024	TODAY'S BUSINESS SOL	\$7564.39
02/09/2024	TRU GREEN-CHEM LAWN	\$226.00
02/09/2024	VERY SMART PEOPLE LL	\$200.00
02/09/2024	WAREHOUSE DIRECT	\$400.74
02/09/2024	WEPA LIBROS LLC	\$562.28
02/09/2024	Ventra	\$180.00
02/09/2024	THE HOME DEPOT CRC	\$35.60
02/09/2024	ELENCO ELECTRONICS I	\$26.50
02/09/2024	AMAZON	\$196.02
02/09/2024	OCULUS	\$23.90

02/13/2024	NETFLIX	\$15.49
02/13/2024	PEACOCK	\$59.99
02/13/2024	AMAZON	\$155.19
02/13/2024	USPS	\$8.43
02/13/2024	AMAZON SERVICES LLC	\$499.00
02/14/2024	AMAZON	\$83.65
02/14/2024	DOLLAR TREE	\$13.75
02/14/2024	DISNEY	\$19.99
02/14/2024	MAGIC DESKTOP	\$298.00
02/14/2024	AMAZON	\$271.05
02/15/2024	AQUENT LLC	\$455.00
02/15/2024	LIBRARYWORKS INC	\$49.00
02/15/2024	4-IMPRINT	\$329.14
02/15/2024	AMAZON	\$123.10
02/15/2024	AMAZON	\$25.49
02/15/2024	MARIANO'S	\$19.87
02/15/2024	PLAYAWAY PRODUCTS LL	\$611.92
02/15/2024	USPS	\$7.54
02/15/2024	WALL STREET JOURNAL	\$164.97
02/16/2024	Payroll 2024-0216	\$159393.18
02/16/2024	Payroll 2024-0216	\$59745.17
02/16/2024	MICHAEL D HUDSON	\$727.87
02/16/2024	BAKER & TAYLOR, INC.	\$4319.95
02/16/2024	BANNERVILLE USA	\$130.00
02/16/2024	BISHOP PLUMBING, INC	\$37142.00
02/16/2024	COMBINED ROOFING SER	\$1359.54
02/16/2024	CONSTANCE L. MARTIN	\$419.80
02/16/2024	DAILY HERALD	\$86.40
02/16/2024	F.E.MORAN, INC. FIRE	\$1240.00
02/16/2024	INGRAM	\$234.31
02/16/2024	LIGHTING SUPPLY	\$71.01
02/16/2024	MENARDS	\$45.68
02/16/2024	MICHELLE M. NICHOLS	\$185.00
02/16/2024	OVERDRIVE, INC.	\$490.46
02/16/2024	PLAYAWAY PRODUCTS LL	\$259.20
02/16/2024	PROSPECT HIGH SCHOOL	\$315.00
02/16/2024	PURPLE ROSE FLORIST	\$90.00
02/16/2024	RAILS	\$800.00
02/16/2024	ROSA M ZILINSKAS	\$200.00
02/16/2024	UNITED PARCEL SERVIC	\$750.00
02/16/2024	WAREHOUSE DIRECT	\$636.22
02/16/2024	WORLD TRADE PRESS	\$1200.00
02/16/2024	EXPERT PAY CHILD SUP	\$188.31
02/16/2024	EMPLOYEE BENEFITS CO	\$1444.92

02/16/2024	JEWEL OSCO	\$89.91
02/16/2024	MICHAELS STORES	\$70.92
02/16/2024	AMAZON	\$2.99
02/16/2024	DISNEY	\$19.99
02/16/2024	DISNEY	\$19.99
02/16/2024	HBO	\$149.99
02/16/2024	HBO	\$149.99
02/16/2024	PEACOCK	\$59.99
02/16/2024	PEACOCK	\$59.99
02/16/2024	MCKULA INC	\$1900.00
02/18/2024	CC-AIRFARE	\$239.53
02/18/2024	CC-AIRFARE	\$6.37
02/18/2024	CC-AIRFARE	\$133.10
02/18/2024	ISTOCK PHOTO	\$70.00
02/18/2024	AMAZON	\$77.71
02/18/2024	WOOLLEY BROTHERS	\$259.44
02/18/2024	4ALLPROMOS	\$321.00
02/18/2024	AMAZON	\$2.99
02/18/2024	AMAZON	\$8.99
02/18/2024	APPLE.COM	\$99.00
02/18/2024	APPLE.COM	\$9.99
02/18/2024	APPLE.COM	\$9.99
02/18/2024	PARAMOUNT+	\$119.99
02/18/2024	LAKESHORE LEARNING M	\$54.98
02/19/2024	AMAZON	\$138.67
02/19/2024	NINTENDO E-SHOP	\$25.26
02/19/2024	APPLE.COM	\$99.00
02/19/2024	APPLE.COM	\$99.00
02/19/2024	AMAZON	\$27.90
02/19/2024	MEIJER	\$17.05
02/19/2024	FACEBOOK	\$3.86
02/19/2024	FACEBOOK	\$5.16
02/20/2024	STAPLES BUSINESS ADV	\$42.81
02/20/2024	STAPLES BUSINESS ADV	\$37.50
02/20/2024	STAPLES BUSINESS ADV	\$37.60
02/20/2024	STAPLES BUSINESS ADV	\$105.25
02/20/2024	STAPLES BUSINESS ADV	\$288.37
02/20/2024	STAPLES BUSINESS ADV	\$71.95
02/20/2024	COMCAST BUSINESS	\$192.90
02/20/2024	ICMA RETIREMENT TRUS	\$6719.32
02/20/2024	VILLAGE OF MOUNT PRO	\$112.00
02/20/2024	VILLAGE OF MOUNT PRO	\$49900.53
02/20/2024	GOTPRINT.COM	\$199.49
02/20/2024	AMAZON	\$16.97

02/20/2024	AMAZON	\$13.99
02/20/2024	APPLE.COM	\$99.00
02/20/2024	SQUARESPACE, INC.	\$168.00
02/20/2024	AMAZON	\$27.66
02/20/2024	USPS	\$519.15
02/20/2024	AMAZON	\$71.41
02/20/2024	AMAZON	\$26.57
02/20/2024	DAILY HERALD	\$34.60
02/21/2024	EVENTCOMBO	\$33.00
02/21/2024	APPLE.COM	\$99.00
02/21/2024	GODADDY.COM, LLC	\$35.17
02/21/2024	USPS	\$7.49
02/21/2024	AMAZON	\$111.73
02/21/2024	GORDON FOOD SERVICE	\$145.95
02/21/2024	PARAMOUNT+	\$119.99
02/22/2024	AMAZON	\$11.29
02/22/2024	AMAZON	\$25.23
02/22/2024	US CASINO RENTALS, L	\$650.00
02/22/2024	SKY & TELESCOPE	\$57.75
02/22/2024	BARRONS	\$29.99
02/22/2024	PCGAMER	\$8.75
02/22/2024	GOTPRINT.COM	\$199.49
02/22/2024	ANYPROMO INC	\$243.98
02/22/2024	BARDOT BRUSH	\$30.00
02/23/2024	ACCURATE EMPLOYMENT	\$164.26
02/23/2024	ALL AMERICAN FLAG CO	\$1127.73
02/23/2024	AMAZON	\$5262.55
02/23/2024	ARTLIP AND SONS, INC	\$572.75
02/23/2024	BAKER & TAYLOR, INC.	\$5610.11
02/23/2024	CINTAS #22	\$115.65
02/23/2024	COMBINED ROOFING SER	\$2438.44
02/23/2024	COMPLETE TEMPERATURE	\$1101.00
02/23/2024	CRYSTAL MAINTENANCE	\$2980.00
02/23/2024	DEMCO	\$902.01
02/23/2024	ERICA RECKAMP	\$675.00
02/23/2024	F.E.MORAN, INC. FIRE	\$640.00
02/23/2024	GALE	\$4315.52
02/23/2024	IMAGING ESSENTIALS	\$769.75
02/23/2024	INGRAM	\$440.65
02/23/2024	JENNIFER RIDDLE	\$350.00
02/23/2024	KANOPY, INC.	\$776.00
02/23/2024	MARIE BASS	\$40.00
02/23/2024	MERGENT, INC.	\$10490.00
02/23/2024	MIDWEST TAPE	\$5827.86

02/23/2024	PATRICIA FAY PAGE	\$600.00
02/23/2024	PROQUEST INFORMATION	\$16293.14
02/23/2024	THOMSON REUTERS - WE	\$1588.11
02/23/2024	TOWN SQUARE PUBLICAT	\$590.00
02/23/2024	VILLAGE OF MOUNT PRO	\$1155.67
02/23/2024	W. W. GRAINGER, INC.	\$165.84
02/23/2024	WAREHOUSE DIRECT	\$677.70
02/23/2024	WINDY CITY GHOSTBUST	\$75.00
02/23/2024	AMAZON	\$29.91
02/23/2024	AMAZON	\$35.32
02/23/2024	PADLET SOFTWARE	\$24.00
02/23/2024	PEDIATRIC DENTAL AS	\$326.60
02/23/2024	ALA	\$96.00
02/23/2024	ILA	\$100.00
02/23/2024	AMERICAN LIBRARY AS	\$123.00
02/23/2024	NATIONAL ASSOCIATION	\$69.00
02/23/2024	AMAZON	\$42.23
02/23/2024	SPOTIFY	\$16.99
02/23/2024	AMAZON	\$8.99
02/23/2024	NETFLIX	\$15.49
02/23/2024	NETFLIX	\$15.49
02/23/2024	STATION 34	\$38.40
02/23/2024	JEWEL OSCO	\$22.39
02/25/2024	AMAZON	\$19.50
02/25/2024	GODADDY.COM, LLC	\$23.17
02/25/2024	COSTCO	\$86.98
02/25/2024	JEWEL OSCO	\$80.95
02/25/2024	KD MARKET	\$12.45
02/25/2024	TRAVEL & LEISURE	\$25.00
02/25/2024	AMAZON	\$47.67
02/25/2024	IMAGINATION PLAYGROU	\$498.80
02/25/2024	PARAMOUNT+	\$119.99
02/25/2024	PARAMOUNT+	\$119.99
02/26/2024	VERIZON WIRELESS	\$409.60
02/26/2024	AMAZON	\$62.68
02/26/2024	AMAZON	\$28.90
02/26/2024	USPS	\$19.22
02/26/2024	Domino's Pizza	\$184.16
02/27/2024	FAMILY HANDYMAN	\$31.98
02/27/2024	VISTAPRINT	\$31.64
02/28/2024	AMAZON	\$40.86
02/28/2024	AMAZON	\$41.97
02/28/2024	AMAZON	\$35.42
02/28/2024	AMERICAN LIBRARY AS	\$275.00

02/28/2024	USPS	\$8.28
02/29/2024	FRIENDS OF THE MPPL	\$92.00
02/29/2024	EMPLOYEE BENEFITS CO	\$101.52
02/29/2024	Payroll 2024-0301	\$148951.38
02/29/2024	Payroll 2024-0301	\$55874.77
02/29/2024	DESIGN PICKLE LLC	\$2248.20
02/29/2024	NAYAX LLC	\$2.00
02/29/2024	AMAZON	\$386.88
02/29/2024	AMAZON	\$5.94
02/29/2024	UNIVERSITY OF WISCON	\$448.21
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Mount Prospect Public Library
Monthly Library Report for Board of Trustees

February 2024

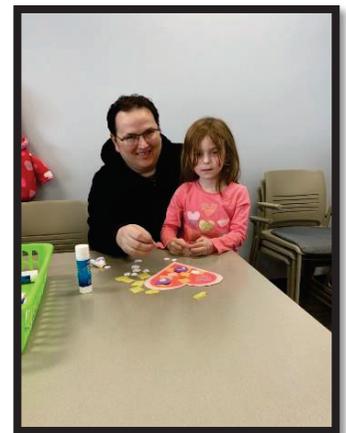
Fiction/AV/Teen

- 1) The February movie screening was especially well attended, as the selection was eventual Best Picture winner *Oppenheimer*.
- 2) Several collections were relocated to allow for growth and better patron service. The Teen Fiction collection in particular has strained for adequate shelf space for many years, and now has much-needed extra space for the future. The Book Discussion collection also gained more space, including integrating the Book Discussion Kit titles for greater ease of patron access.
- 3) Ten additional circulating Rokus (and two additional British Rokus) were added to the collection, reducing patron wait times for these popular devices and lowering the holds-to-copy ratio to our target of 3:1.



South Branch & Community Engagement

- 1) We attended the Shining Stars Gala, an annual event that recognizes Mount Prospect residents and organizations that have positively impacted the community. There were many familiar faces in attendance, and we were able to connect with some of the winners, including Officer Greg Sill, who won the Public Service Award.
- 2) We met with a representative from the Illinois State Treasurer's Office to talk about the services they offer Illinois residents and ways to spread the word to Mount Prospect residents. They will have an information table here in April, along with a representative from the Office of the Attorney General.
- 3) The offices of State Senator Ann Gillespie and State Representative Mark Walker combined office hours this month and will continue these combined hours for the next few months to see if this is a favorable model for constituents.
- 4) We presented two sessions of a "Valentine's Day Storytime" for young children and their families. We read stories, enjoyed songs and rhymes, and ended with a very well-received valentine pizza craft.
- 5) We presented a program to 35 parents in District 59's Early Learning Center's Parent University program. We highlighted the "Raise a Reader" program and shared information to support early literacy development in the home. We then facilitated a parent/child storytime and craft that reinforced fine motor skill development as an early literacy skill.



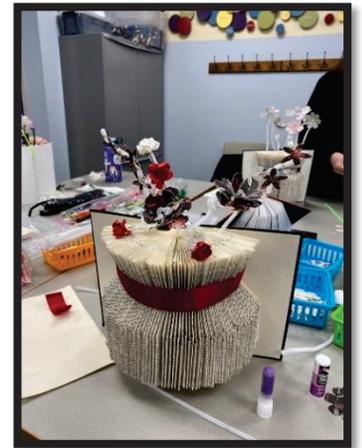
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- 6) We hosted a two-part “Book Folding Art” program where participants learned basic folds to create a beautiful vase out of an upcycled book. Patrons enjoyed both the craft and convivial atmosphere.



Youth Services

- 1) Youth had our first “Baby Prom” in February, and it was a smashing success. We had 175 people attend, and families loved how it was geared toward our youngest patrons. Participants could make a crown, dance with a stuffie, play an instrument, and take some silly selfies. Some participants even dressed up for the event, complete with boutonniere.
- 2) “Our Favorite Children’s Books of 2023” program was held in February. We had 48 attendees, and a local bookstore came out to offer titles we shared with patrons. This was a departmental effort, with selectors contributing titles to the list and various staff members either book talking in person or via recording.



Circulation

- 1) We completed a number of major shelving projects in the Fiction department in February that had been in progress since the start of the year:
 - a. The CD collection was weeded and condensed to make room for more much-needed space for the YA Fiction (Teen) collection.
 - b. The Book Discussion collection was moved and expanded.
 - c. Graphic Novels were moved to the shelving unit that formerly housed the Book Discussion collection, leaving room for the Large Type collection to expand.
- 2) The revamped Youth Series collection was completed in February. The collection was shifted to accommodate the final full collection of series, signage was updated, and a new series list was posted. The changes should make series titles much easier for young patrons to locate and browse.



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- 3) In February we worked with the teen librarian to expand the teacher library card pilot program to middle school teachers. We issued 183 library cards to teachers at Lincoln Middle School and Holmes Junior High School.

Research

- 1) The Mount Prospect Entrepreneurs Initiative (coordinated between village and library staff) was relaunched with a panel discussion comprised of local business owners who spoke on financial, legal, and marketing topics. A representative of SCORE reviewed their services, and we gave a short presentation about library services. (30 attendees)
- 2) We placed a search box for Article Finder (a resource that searches across databases) directly on the web resources page. The higher visibility made a difference: there were 299 result clicks, up from 185 in January, and far exceeding other recent monthly usage stats.
- 3) Working with Village Clerk Karen Agoranos, we provided materials for the display, "African Americans and the Arts" to coincide with a recognition of Black History Month at the Village Board Meeting.
- 4) We hosted "The Great North American Eclipse" hybrid program, 41 total attended (23 in-person, 18 virtual). The program recording had 282 views on YouTube after two weeks of being posted. This presenter was very engaging and her passion and enthusiasm for science was obvious. Attendees appreciated that we offered eclipse glasses. Patron comment: "Very informative and enjoyable. This was a college-level presentation, and a pleasant surprise."
- 5) After 40 years as an MPPL employee, Ginny Schlachter retired at the end of the month. We hosted a retirement party which was very well-attended by current and former MPPL staff.



Registration

- 1) We've given out many pairs of eclipse glasses this month in preparation for April's event.
- 2) Our comings and goings among staff continued this month. Janet Frye retired on February 2 after 20 years of service and Paula Zoern-Loga retired on February 29 after 23 years of service. Jimmy Stefanis, previously from the Fiction/AV/Teen department, joined our department February 11 to fill one of the full-time positions.

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Human Resources & Learning

- 1) Number of open positions: 10. Circulation Desk Assistant (2 – PT), Circulation Workroom Assistant (PT), Research Assistant (PT), South Branch Patron Assistant (PT), Patron Services Assistant (2 – PT), IT Manager (FT), Graphic Designer (FT), Fiction Programming Librarian (FT)
- 2) Number of vacant positions filled: 1. Fiction/AV/Teen Assistant (PT)
- 3) Number of separations: 3
- 4) Staff anniversaries: Mary Anne Longpre, Copy Cataloger, 30 years
- 5) An executive summary of our Employee Engagement Survey results was presented to the Board and to all staff in February. HR and Administration will proceed with developing action items related to the strengths and opportunities presented in the results.
- 6) Due to several retirements and resignations, HR has experienced an extremely elevated level of recruitment as we are filling multiple positions simultaneously. Our number of open positions is expected to decline to normal levels as offers are extended in March.

Building & Security

- 1) Because mild weather continued throughout February, we were able to complete the Structure & Sealants project. The construction manager completed the final inspection, and we have closed out the project.
- 2) At the end of January, we found that a section of the cast iron pipe drain from the mechanical penthouse had cracked due to corrosion. As we began repairs in early February, we found that an additional length needed replacement as well. The total repair eventually came to 95 feet of the 4" line being replaced. Most of the work was above the drop ceiling on the second floor's southeast side, but there was also a section above the hard ceiling in one of the restrooms on the second floor, which required separate ceiling repair.

Technical Services

- 1) In February we completed reclassification work on the paperback series collection. This long wished for project reunited paperback copies of series titles with their hardcover counterparts. As each book was to receive a new call number, we took the opportunity to add numbers indicating reading order as well. The browsing experience for this collection has truly leveled up!
- 2) Library of Things Junior saw multiple category extensions in February. Notable items for this month included 64- and 100-piece puzzles geared towards school aged children as well phonics-based tools perfect for developing a child's essential reading skills.

Information Technology

- 1) Much work was completed getting temporary workspaces ready for staff moving into temporary spaces due to construction.

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Marketing

- 1) We added a “How did you first find out about this program?” question to the March/April Communico events that require registration. We plan to do a monthly report to discover which channels work best.
- 2) E-newsletters:
 - a. The open and click-through rates decreased a bit for General Interest emails 42% and 1.2%, respectively. Top click-through pages included “Our Favorite Children’s Books of 2023” (13%), “Navigating Portugal” (13%), and Pre-Civil War Quilts (17%), and The Palace Papers (16%).
 - b. The Elementary School e-newsletter had a 60% open rate for February – a 10% increase from the average – featuring the LEGO Train exhibit, sponsored by the Friends of the Library. There were no unsubscribe requests or spam reports.
 - c. The Parent-Caregiver e-newsletter had a 57% open rate for February, with “Baby Prom” in the spotlight section, receiving the highest number of clicks. Again, there were no unsubscribe requests or spam reports.
- 3) Instagram and Facebook reach and engagement is up from December/January. One Instagram follower commented on a Lucky Day unboxing video: “I look forward to these videos every week!”



Friends of the Mount Prospect Public Library

- 1) Friends Board members attended the annual FanFest event and made over 700 bags of popcorn for attendees, which was a big hit. The Friends provided coupons for the April Book Sale to be included in the “swag” bag.
- 2) Board members are evaluating options for online donations to reduce or eliminate fees.
- 3) Longtime library advocate and Friends Board Member, Laura Luteri passed away in February. The Friends are working together with the library and Foundation on a memorial garden to commemorate her contribution to the library and community at large.

Mount Prospect Public Library Foundation

- 1) The year-end appeals letter campaign brought in just over \$4,000 from nearly 50 donors.
- 2) The Fundraising committee has brought in 15 sponsors for the March Mini Golf Fundraiser and recruited nearly 50 volunteers to help with the event.
- 3) The Foundation purchased an iPad to complete credit card/debit card purchases for fundraisers.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

FanFest 2024

We had a record number of attendees for the 2024 FanFest, held on February 24. We tallied 869 interactions at the entryway Swag Table (in 2020 we had 675). The total door count for that day was 1,749. The library was bursting with happy patrons, the smell of popcorn, and a pack of Ghostbusters. We ran out of almost everything by the end of the event, including swag bags, craft supplies, bingo prizes, popcorn bags, etc. We're already planning

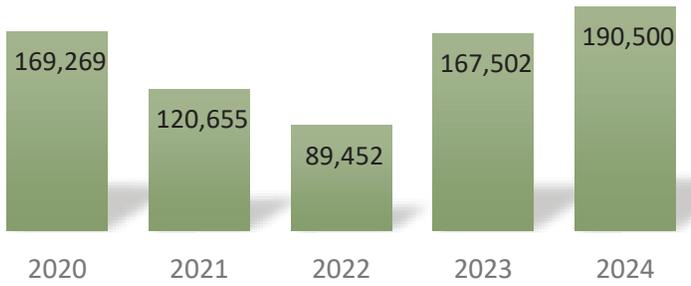
to accommodate a larger crowd in 2025!

Many staff members were heavily involved in FanFest festivities this month, leading activities and helping to oversee the day. Staff noted that patrons really enjoyed engaging in the wide variety of activities throughout the day. One staff member mentioned that leading up to FanFest, many patrons expressed their excitement, and one in particular has attended each year and was happy to see it is still going strong.

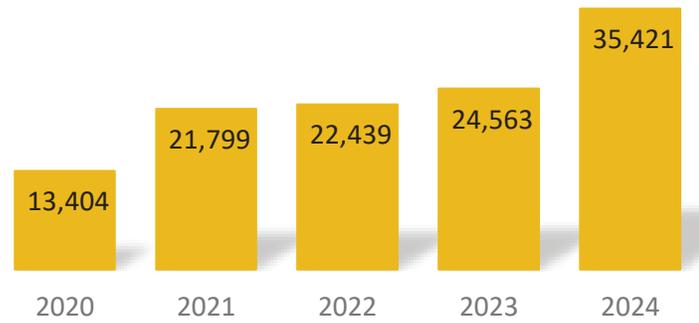


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

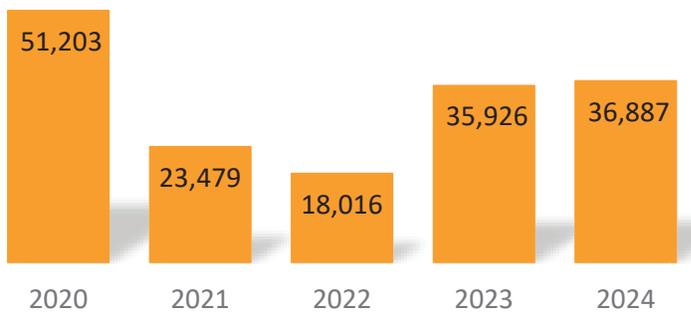
Overall Circulation YTD



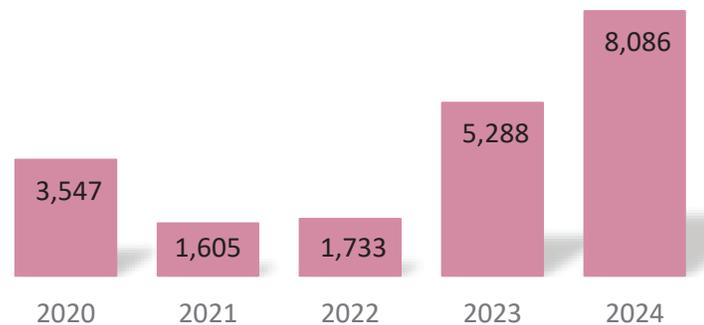
eMedia Circulation YTD



AV Circulation YTD

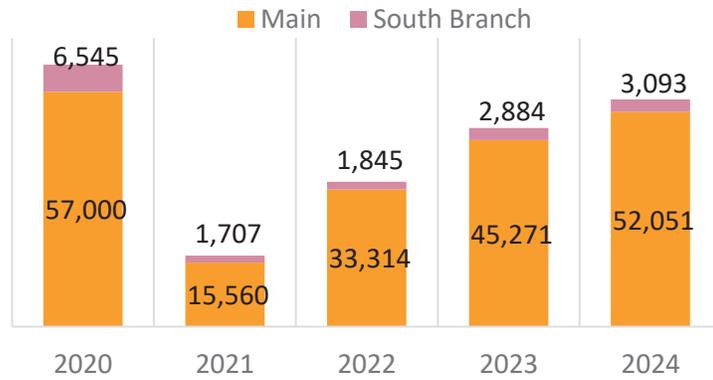


Other Circulation YTD

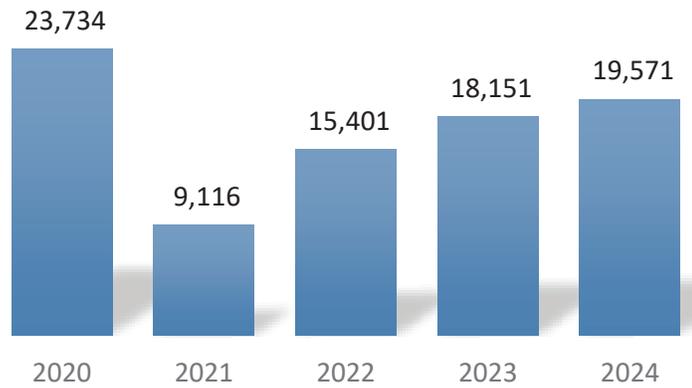


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

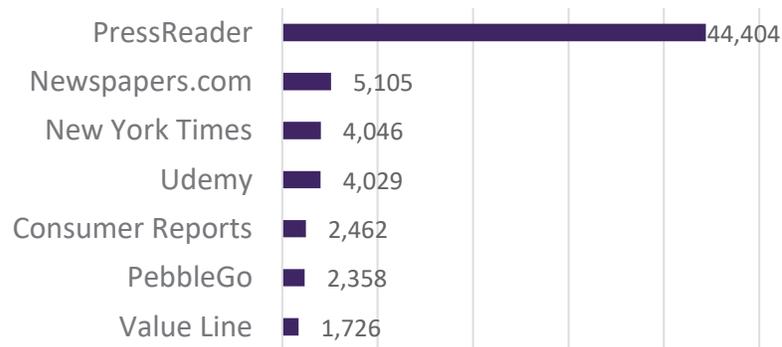
2024 Door Count - YTD



Questions Answered YTD

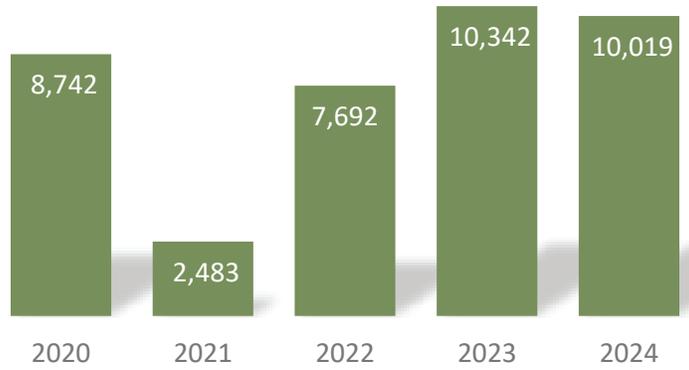


2024 YTD Top Databases

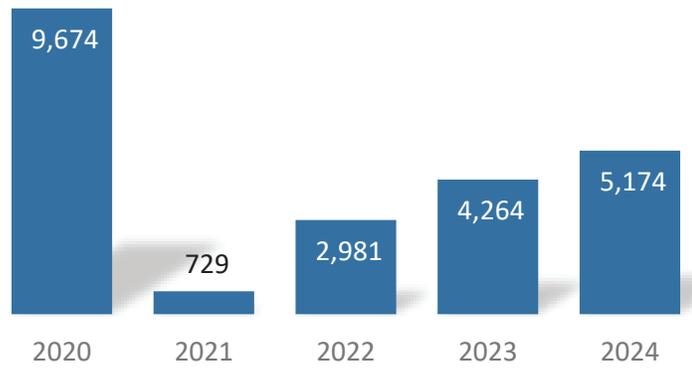


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Monthly Library Report for Board of Trustees

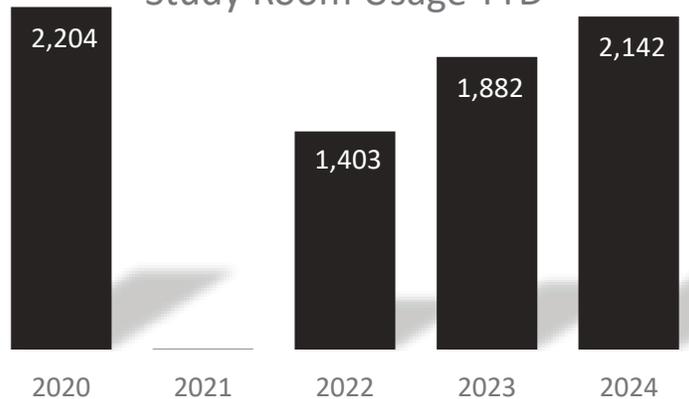
Wireless Unique Users YTD



Public Computer Hours Usage YTD

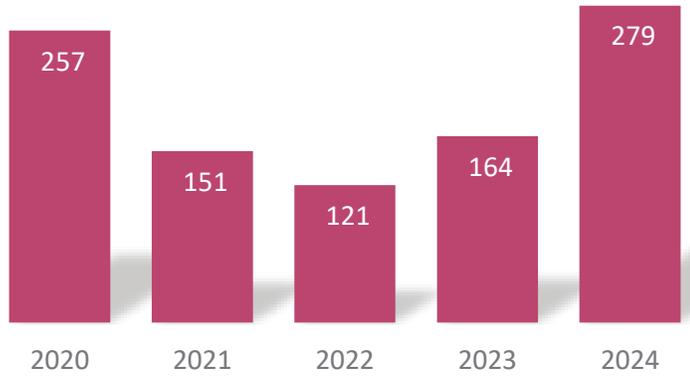


Study Room Usage YTD

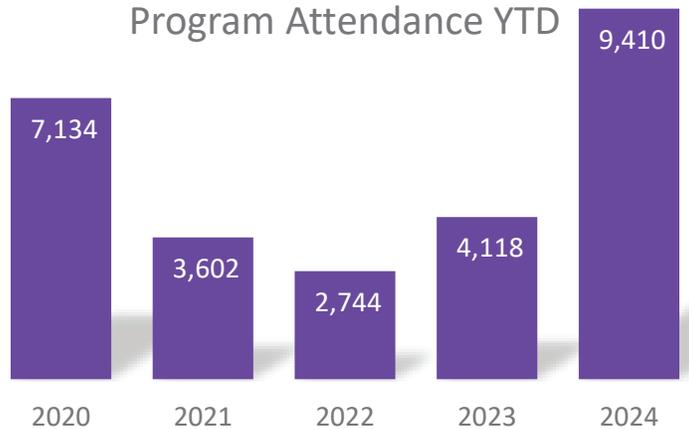


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Monthly Library Report for Board of Trustees

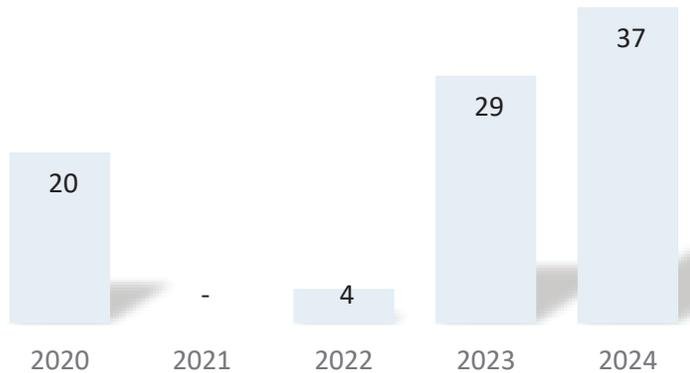
Number of Programs YTD



Program Attendance YTD



Meeting Room Usage by Public YTD



CCS and Renovation Monthly Update

March 21, 2024

CCS Migration

CCS progress since last month:

1. Verified staff L2 directory information to be used for CCS member website logins.
2. The Profiling worksheet is complete; it is currently undergoing staff review and will be submitted before March 22.
3. CCS is working with Innovative Interfaces, Inc. [the ILS vendor] to create the system administration build.
4. The Data Extract phase, originally slated for late March, was completed in late February by request of Innovative Interfaces, Inc.

CCS plans for next month:

1. We will begin the Mapping phase, during which MPPL and CCS will work together to match our Horizon data to the appropriate Polaris data.
2. A training consultation meeting will be scheduled with CCS in early April, to plan and prepare for the Staff Training phase beginning in June.
3. CCS staff will visit MPPL in April to observe our acquisitions workflow, which will inform the Polaris transition and training.

CCS timeline

- ~~1. November 1, 2023 – January 15, 2024 – Onboarding~~
- ~~2. February/March 2024 – Profiling, System Administration Build~~
- ~~3. March 25, 2024 – March 29, 2024 – Data Extract~~
4. April/May 2024 – Mapping
5. May 2024 – Test Data Load
6. June – September 25, 2024 – Staff Training, Data Testing, and Configuration
7. September 26, 2024 – Data Extract
8. September 27, 2024 – September 30, 2024 – Libraries Offline
9. October 1, 2024 – Go Live

Renovation

Renovation progress since last month:

1. SMC issued the Notice to Proceed to approved trade contractors
2. Trade contractors procured submittals (samples of items like finishes, hardware, door frames, etc.) and staff reviewed and approved any outstanding questions
3. Begin moving staff into temporary locations
 - a. Technical Services department completed March 18
4. Set up and move Library of Things storage into Room 130

Renovation plans for next month:

1. Complete moving staff into temporary locations (Circulation and Registration)
2. Uninstall and store all shelving we will be reusing after the renovation
3. Room B will begin to be used for Circulation duties, and meetings will be held in Room C (previously the Training Lab)

Renovation timeline:

- ~~1. October 2023 – Complete design phase~~
- ~~2. November 2023 – Library review/approve budget~~
- ~~3. December 2023 – Prepare bid documents~~
- ~~4. January 2024 – Go out to bid~~
- ~~5. February 15, 2024 – Board approve bids~~
6. March/April 2024 – Planning, procurement, and preparation
7. Tuesday April 30, 2024 – Start construction
8. July 2024 - Substantial completion
9. August 2024 – Final completion
10. September 2024 – Install and configure sorter
11. October 2024 – Go live with CCS

Public Communication

1. The March/April newsletter included the first mention of the upcoming projects, and from now until the end of the year there will be an update in every issue.
2. A public webpage is up at <https://mppl.org/about-us/updates/>, and will serve as the permanent location for the public to find information about the projects.
3. In April we will include information in an eNews publication and some targeted social media posts.

MEMO – CLOSED MINUTES

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: March 21, 2024
Re: Review of Written Minutes and Recordings of Closed Sessions

Comments: As is required by Illinois Statute, we regularly review the written minutes of previously closed Board sessions to 1) approve the written minutes and 2) decide whether or not to release them. We have one set of written minutes to review; the recommendation is listed below.

We also recommend the destruction of all audio recordings of closed sessions allowed by statute. Recordings of closed sessions may be destroyed if the meeting occurred no less than 18 months ago, the written minutes have been approved by the Board, and the Board approves the destruction.

Meeting Date	Meeting Type	Reason	Approve	Release
11/16/2023	Regular	Review of closed minutes	Yes	Yes

Motion Language for Written Minutes

“I move to approve and release the closed minutes of November 16, 2023.”

Motion Language for Recordings

“I move to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees.”