

Regular Board Meeting
April 18, 2024, 7:00 p.m.
Meeting Room C

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 with a maximum of thirty minutes for the duration of the meeting.
4. **President's Report**
 - a. President Bass will recommend a slate of officers for election at the May 16 meeting.
5. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of March 21, 2024 **(3-4)**
 - b. March 2024 Bills and Financial Reports **(5-19)**
6. **Business Partnerships/Outreach Presentation**, Angela Baker, Business Librarian
7. **First Quarter Financial Review**, Malachi Kohlwey, Finance Manager
8. **Executive Director Report (2)**
 - a. March 2024 Library Activity Report **(20-30)**
 - b. CCS and Renovation Update **(31-32)**
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
 - a. April 20 and 21 – Friends Book Sale
 - b. No Foundation Board Meeting held in April
 - c. May 2 – Committee of the Whole Meeting – recommend cancel
 - d. May 3 – Library Closed for Staff In-Service Day
 - e. May 16, 7:00 p.m. – Regular Board Meeting
 - i. Officer Elections 2024-2025
 - f. May 20 – Foundation Board Meeting – Rosemary Groenwald
11. **Adjournment**

Library Director Report
April 18, 2024

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **Business Partnerships/Outreach Presentation.** This is agenda item 6. As the final presentation in the “partnerships and outreach” series, Business Librarian Angela Baker will discuss library participation in the Mount Prospect business community.
3. **First Quarter Financial Review.** This is agenda item number 7. Finance Manager Malachi Kohlwey will present the library’s financial standing as of March 31, 2024. Also included will be a financial update on the renovation and the CCS migration.
4. **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.
5. **Village Economic Disclosure Statement.** In addition to the SEI filing, trustees also have to file an Economic Disclosure Statement with the Village. The deadline for this filing is also May 1. You should have received an email with filing instructions; please notify me if you did not receive it or need any assistance.
6. **Laura Luteri Memorial Garden.** We have received approval from both the Friends and Foundation for the garden, and we will be planting in late May. After the plants have settled in, we will install the memorial plaque.
7. **Save the Dates.** Please save the date for the following upcoming events:
 - a. South Branch/Community Connections Center 15th Anniversary Celebration, Thursday, August 8, 4:00 – 6:30 p.m. at 1711 W. Algonquin Road.
 - b. Volunteer Recognition Luncheon, Saturday, August 17, 11:00 a.m. – 2:00 p.m. at Rob Roy Country Club at 505 E. Camp McDonald Road, Prospect Heights.

Regular Board Meeting
March 21, 2024
Minutes

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:00 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan [arrived at 7:19 p.m.], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

Staff Present: Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. Consent Agenda

a. Minutes of Regular Board Meeting of February 15, 2024

b. February 2024 Bills and Financial Reports

c. Approve Library Closing on Friday, May 3, 2024 for Staff In-Service Day

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

5. Incident Management Presentation

Deputy Director Anne Belden gave a presentation providing an overview of how the library handles behavior and security incidents at the library.

6. Executive Director Report

Executive Director Reynders shared information about a memorial garden recognizing Laura Luteri who served on the Library Board, Foundation Board, and Friends Board.

She reported that the library will be hosting a Volunteer Appreciation Luncheon on Saturday, August 17, 2024.

7. Trustee Reports and Comments

Trustee Sylvia Haas hosted the first 2024 Meet the Board on Wednesday, March 13 at 7 p.m. Trustee Mary Anne Benden will host Meet the Board in April.

8. Review Minutes and Recordings from Previously Closed Session

The Board of Trustees unanimously agreed to not adjourn into closed session and to review the minutes and recordings of previously closed sessions in the open meeting.

Motion was made by Trustee Haas and seconded by Trustee Groenwald to approve and release the closed minutes of November 16, 2023. Voice vote carried.

Motion was made by Trustee Benden and seconded by Trustee O'Sullivan 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. Voice vote carried.

9. 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 – canceled
- d. April 18, 7:00 p.m. – Regular Board Meeting
 - i. First Quarter Financial Review
- e. No Foundation Board Meeting held in April

Trustee Marie Bass volunteered to attend the April 2 Village Board meeting to accept the 2024 National Library Week proclamation.

10. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee O'Sullivan to adjourn the Regular Board meeting at 7:42 p.m. Voice vote carried.

Sylvia G. Fulk, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of March 31, 2024

Library General Fund	8,855,672.97
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	6,700,595.37
Debt Service Fund	0.00
Gift Fund	572,914.06
Total All Funds	18,245,228.66

Disbursements March 2024

\$ 1,220,096.60

Financial Summary

Fund Balances

Combined Library General & Working Cash Funds	\$	10,971,719.23
Annual Operating Budget 2024	\$	11,191,400.00
Combined Balance - Months in Reserve		11.8
Combined Balance - Percentage in Reserve		98.0%

YTD March Spending

- * We're on target with spending, and our YTD percentage expended is 22.4%
- * Last year at this time, we had expended 22.0%

Levy Collection

- * To date, 49.76% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 03/31/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Gift Fund	Total Funds
Revenues					
Property Taxes	\$4,067,333.40	\$0.00	\$0.00	\$0.00	\$4,067,333.40
Interest Income	\$26,760.61	\$0.00	\$33,183.63	\$0.00	\$59,944.24
Miscellaneous Fees	\$2,161.93	\$0.00	\$0.00	\$0.00	\$2,161.93
Friends Reimbursement	\$3,869.87	\$0.00	\$0.00	\$0.00	\$3,869.87
Foundation Reimbursement	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
Village Reimbursement	\$2,169.43	\$0.00	\$0.00	\$0.00	\$2,169.43
Miscellaneous Income	\$2.50	\$0.00	\$0.00	\$96.70	\$99.20
Total Revenues	\$4,103,047.74	\$0.00	\$33,183.63	\$96.70	\$4,136,328.07
Expenses					
Salaries & Benefits	\$623,484.32	\$0.00	\$0.00	\$0.00	\$623,484.32
Management Expense	\$28,379.90	\$0.00	\$0.00	\$0.00	\$28,379.90
Operating Expense	\$14,955.64	\$0.00	\$0.00	\$0.00	\$14,955.64
Building Expense	\$29,143.77	\$0.00	\$0.00	\$0.00	\$29,143.77
Library Materials	\$81,524.93	\$0.00	\$0.00	\$0.00	\$81,524.93
Reimbursable Expense	\$2,549.60	\$0.00	\$0.00	\$0.00	\$2,549.60
Capital Outlay	\$0.00	\$0.00	\$162,863.60	\$0.00	\$162,863.60
Total Expenses	\$780,038.16	\$0.00	\$162,863.60	\$0.00	\$942,901.76
BEGINNING FUND BALANCE	\$7,032,663.39	\$2,116,046.26	\$5,330,275.34	\$572,817.36	\$15,051,802.35
NET SURPLUS/(DEFICIT)	\$1,823,009.58	\$0.00	\$1,370,320.03	\$96.70	\$3,193,426.31
ENDING FUND BALANCE	\$8,855,672.97	\$2,116,046.26	\$6,700,595.37	\$572,914.06	\$18,245,228.66

Mount Prospect Public Library Revenue Report

For the Period Ended 03/31/2024

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$4,067,333.40	\$5,504,890.53	\$10,958,000.00	\$5,453,109.47	50.24%	49.76%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$26,760.61	\$90,729.32	\$75,000.00	(\$15,729.32)	120.97%	(20.97%)
Fees	\$2,114.43	\$5,795.85	\$10,600.00	\$4,804.15	54.68%	45.32%
For Sale Items	\$47.50	\$211.46	\$20,200.00	\$19,988.54	1.05%	98.95%
Miscellaneous Income	\$2.50	\$8.20	\$0.00	(\$8.20)	0.00%	0.00%
Friends Reimbursement	\$3,869.87	\$6,558.22	\$0.00	(\$6,558.22)	0.00%	0.00%
Foundation Reimbursement	\$750.00	\$1,935.92	\$0.00	(\$1,935.92)	0.00%	0.00%
Village Reimbursement	\$2,169.43	\$2,169.43	\$1,800.00	(\$369.43)	120.52%	(20.52%)
Grant Income	\$0.00	\$73,800.00	\$73,000.00	(\$800.00)	101.10%	(1.10%)
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$4,103,047.74	\$5,686,098.93	\$11,222,500.00	\$5,536,401.07	50.67%	49.33%
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	\$33,183.63	\$85,822.65	\$0.00	(\$85,822.65)	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	\$33,183.63	\$85,822.65	\$0.00	(\$85,822.65)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 03/31/2024

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>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%	0.00%
Miscellaneous Income	\$96.70	\$589.39	\$5,000.00	\$4,410.61	\$4,410.61	11.79%	88.21%
Donations	\$0.00	\$8.39	\$0.00	(\$8.39)	(\$8.39)	0.00%	0.00%
Total Gift Fund	\$96.70	\$597.78	\$5,000.00	\$4,402.22	\$4,402.22	11.96%	88.04%

Mount Prospect Public Library Expense Report

For the Period Ended 03/31/2024

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$482,399.38	\$1,427,484.86	\$5,931,000.00	\$4,503,515.14	24.07%	75.93%
IMRF	\$41,223.07	\$83,783.08	\$345,000.00	\$261,216.92	24.29%	75.72%
MC/FICA	\$35,943.79	\$103,636.10	\$454,000.00	\$350,363.90	22.83%	77.17%
Medical Insurance	\$63,764.78	\$198,121.27	\$820,000.00	\$621,878.73	24.16%	75.84%
Life Insurance	\$153.30	\$868.67	\$3,000.00	\$2,131.33	28.96%	71.04%
Unemployment Compensation Tax	\$0.00	\$1,349.42	\$23,000.00	\$21,650.58	5.87%	94.13%
Total Salaries & Benefits	\$623,484.32	\$1,815,243.40	\$7,576,000.00	\$5,760,756.60	23.96%	76.04%
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	\$2,524.50	\$17,878.47	\$126,000.00	\$108,121.53	14.19%	85.81%
Marketing	\$4,723.16	\$10,525.24	\$74,000.00	\$63,474.76	14.22%	85.78%
Professional Dues	\$756.00	\$4,219.00	\$17,000.00	\$12,781.00	24.82%	75.18%
Board Development	\$218.00	\$934.00	\$2,500.00	\$1,566.00	37.36%	62.64%
Human Resources	\$19,892.90	\$42,267.41	\$172,700.00	\$130,432.59	24.47%	75.53%
Other Operating	\$265.34	\$841.77	\$38,700.00	\$37,858.23	2.18%	97.82%
Total Management Expenses	\$28,379.90	\$76,665.89	\$446,500.00	\$369,834.11	17.17%	82.83%
Operating Expenses						
Telecommunications	\$1,462.83	\$8,570.47	\$35,900.00	\$27,329.53	23.87%	76.13%
Insurance	\$0.00	\$86,585.05	\$116,000.00	\$29,414.95	74.64%	25.36%
Office Supplies	\$1,618.67	\$4,252.97	\$29,300.00	\$25,047.03	14.52%	85.48%
Library Supplies	\$952.72	\$3,194.68	\$24,700.00	\$21,505.32	12.93%	87.07%
Postage	\$100.68	\$4,776.16	\$31,800.00	\$27,023.84	15.02%	84.98%
Contract Services	\$0.00	\$15,649.65	\$142,000.00	\$126,350.35	11.02%	88.98%
Software	\$10,820.74	\$28,711.92	\$120,900.00	\$92,188.08	23.75%	76.25%
Total Operating Expenses	\$14,955.64	\$151,740.90	\$500,600.00	\$348,859.10	30.23%	69.77%

Mount Prospect Public Library Expense Report

For the Period Ended 03/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$3,575.18	\$66,565.32	\$133,800.00	\$67,234.68	49.75%	50.25%
Hardware & System Maintenance	\$436.48	\$15,110.13	\$139,600.00	\$124,489.87	10.82%	89.18%
Janitorial	\$7,653.91	\$19,889.64	\$76,300.00	\$56,410.36	26.07%	73.93%
Equipment	\$12,444.10	\$31,649.67	\$199,000.00	\$167,350.33	15.90%	84.10%
Utilities	\$5,034.10	\$16,376.98	\$49,300.00	\$32,923.02	33.22%	66.78%
Total Building Expenses	\$29,143.77	\$149,591.74	\$598,000.00	\$448,408.26	25.02%	74.98%
Services and Resources						
Adult Print	\$12,608.29	\$42,688.70	\$247,600.00	\$204,911.30	17.24%	82.76%
Adult AV	\$1,861.88	\$4,230.10	\$42,600.00	\$38,369.90	9.93%	90.07%
Youth Print	\$14,607.63	\$36,304.95	\$159,700.00	\$123,395.05	22.73%	77.27%
Youth AV	\$666.16	\$4,343.82	\$26,200.00	\$21,856.18	16.58%	83.42%
Magazines	\$2,080.42	\$11,620.97	\$19,300.00	\$7,679.03	60.21%	39.79%
Electronic Resources	\$4,205.71	\$69,978.74	\$186,600.00	\$116,621.26	37.50%	62.50%
Digital Media	\$23,735.67	\$79,930.24	\$317,000.00	\$237,069.76	25.21%	74.79%
E-Learning	\$15,165.00	\$35,648.22	\$49,500.00	\$13,851.78	72.02%	27.98%
Library of Things	\$2,125.95	\$10,130.50	\$68,000.00	\$57,869.50	14.90%	85.10%
Microform	\$652.60	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$943.76	\$4,359.98	\$28,000.00	\$23,640.02	15.57%	84.43%
Programs	\$2,871.86	\$10,874.36	\$103,300.00	\$92,425.64	10.53%	89.47%
Total Services and Resources	\$81,524.93	\$310,763.18	\$1,248,500.00	\$937,736.82	24.89%	75.11%
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$900.00	\$1,650.00	\$10,000.00	\$8,350.00	16.50%	83.50%
Friends Expenses	\$1,649.60	\$6,606.89	\$10,000.00	\$3,393.11	66.07%	33.93%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.00%	100.00%
Total Sponsored Expenses	\$2,549.60	\$8,256.89	\$21,800.00	\$13,543.11	37.88%	62.12%

Mount Prospect Public Library Expense Report

For the Period Ended 03/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$780,038.16	\$2,512,262.00	\$11,191,400.00	\$8,679,138.00	22.45%	77.55%
Working Cash Fund						
200-7820-99 Transfer to Library Fund	\$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 Project Fund						
400-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99 Building Maintenance - Service	\$0.00	\$252.00	\$0.00	(\$252.00)	0.00%	0.00%
400-6805-99 Building Maintenance - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6845-99 Equipment & Furnishings - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7000-99 Capital Outlay - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7010-99 Capital Outlay	\$162,863.60	\$432,267.22	\$3,000,000.00	\$2,567,732.78	14.41%	85.59%
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	\$162,863.60	\$432,519.22	\$3,000,000.00	\$2,567,480.78	14.42%	85.58%
Gift Fund						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99 Art	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$0.00	\$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 03/31/2024

Date	Source	Amount
03/01/2024	Payroll 2024-0301	\$148951.38
03/01/2024	Payroll 2024-0301	\$55874.77
03/01/2024	AMERICAN LIBRARY AS	\$436.00
03/01/2024	BAKER & TAYLOR, INC.	\$6485.57
03/01/2024	CALM.COM, INC.	\$3965.63
03/01/2024	DELL MARKETING L.P.	\$8295.40
03/01/2024	GALE	\$143.43
03/01/2024	ILLINOIS LIBRARY AS	\$40.00
03/01/2024	INGRAM	\$628.93
03/01/2024	INTERIOR TROPICAL GA	\$120.00
03/01/2024	Michigan State Unive	\$20.00
03/01/2024	MIDWEST TAPE	\$44.99
03/01/2024	NORTHERN ILLINOIS LE	\$595.00
03/01/2024	NPN360	\$3465.97
03/01/2024	OVERDRIVE, INC.	\$343.07
03/01/2024	PLAYAWAY PRODUCTS LL	\$784.87
03/01/2024	PRODUCT LLC	\$91299.27
03/01/2024	RICHARD J FORST	\$250.00
03/01/2024	SUPERIOR INDUSTRIAL	\$334.30
03/01/2024	TAUYA FORST	\$250.00
03/01/2024	The Language Labs	\$140.00
03/01/2024	W. W. GRAINGER, INC.	\$348.92
03/01/2024	WAREHOUSE DIRECT	\$337.01
03/01/2024	JOHNSON CONTROLS	\$285.00
03/01/2024	EMPLOYEE BENEFITS CO	\$1424.15
03/01/2024	EXPERT PAY CHILD SUP	\$188.31
03/01/2024	VISTAPRINT	\$176.99
03/01/2024	AMAZON	\$2.99
03/01/2024	COSTCO	\$24.99
03/01/2024	ZOOM	\$180.00
03/01/2024	CONSTANT CONTACT	\$2802.10
03/01/2024	ALA	\$260.00

03/01/2024	AURORA TRAINING ADVA	\$499.00
03/01/2024	SHRM	\$2095.00
03/03/2024	THE POLISH BOOKSTORE	\$387.65
03/03/2024	NETFLIX	\$15.49
03/03/2024	DISNEY	\$19.99
03/03/2024	AMAZON	\$8.99
03/03/2024	AMAZON	\$2.99
03/03/2024	AMAZON	\$8.99
03/03/2024	AMAZON	\$8.99
03/03/2024	AMAZON	\$8.99
03/03/2024	USPS	\$7.49
03/04/2024	2024-0304 Sales Tax Payment	\$55.00
03/04/2024	AFLAC	\$316.99
03/04/2024	ICMA RETIREMENT TRUS	\$6799.50
03/04/2024	NETFLIX	\$15.49
03/04/2024	DISNEY	\$19.99
03/04/2024	DISNEY	\$19.99
03/04/2024	DISNEY	\$19.99
03/04/2024	AMAZON	\$8.99
03/04/2024	APPLE.COM	\$99.00
03/05/2024	DISNEY	\$19.99
03/05/2024	AMAZON	\$8.99
03/05/2024	AMAZON	\$8.99
03/05/2024	AMAZON	\$8.99
03/05/2024	DISC PROFILING	\$255.00
03/05/2024	HR SOURCE	\$315.00
03/05/2024	MICROSOFT	\$66.00
03/05/2024	MICROSOFT	\$6.60
03/06/2024	POSTMASTER	\$2369.32
03/06/2024	DISNEY	\$19.99
03/06/2024	WALMART	\$11.02
03/06/2024	USPS	\$12.09
03/06/2024	AMERICAN LIBRARY AS	\$410.00
03/07/2024	SHELL OIL COMPANY	\$36.82
03/07/2024	NETFLIX	\$15.49

03/07/2024	NETFLIX	\$15.49
03/07/2024	NETFLIX	\$15.49
03/07/2024	HOUSE & HOME MEDIA	\$28.95
03/07/2024	AMAZON	\$19.92
03/07/2024	AMAZON	\$17.83
03/07/2024	SUPERIOR CHEER	\$70.28
03/07/2024	USPS	\$5.15
03/08/2024	BAKER & TAYLOR, INC.	\$3128.76
03/08/2024	BLACKBAUD INC.	\$8933.14
03/08/2024	CAT WATCH	\$24.00
03/08/2024	CINTAS #22	\$130.70
03/08/2024	DEMCO	\$331.55
03/08/2024	EBSCO INFORMATION SE	\$11256.00
03/08/2024	KNUCKLEBALL COMEDY L	\$725.00
03/08/2024	ETHAN SELLERS MUSIC	\$900.00
03/08/2024	GENSERVE LLC	\$548.28
03/08/2024	INGRAM	\$157.01
03/08/2024	KRUEGER INTERNATIONA	\$456.00
03/08/2024	MIDWEST TAPE	\$295.95
03/08/2024	NERADT ACE HARDWARE	\$21.99
03/08/2024	NPN360	\$9328.47
03/08/2024	OVERDRIVE, INC.	\$757.37
03/08/2024	SALEM PRESS, INC.	\$112.50
03/08/2024	SCHOLASTIC LIBRARY P	\$163.80
03/08/2024	W. W. GRAINGER, INC.	\$188.20
03/08/2024	WAREHOUSE DIRECT	\$495.69
03/08/2024	WEPA LIBROS LLC	\$48.90
03/08/2024	AT&T ACH	\$103.35
03/08/2024	AT&T ACH	\$732.81
03/08/2024	ONLINE LABELS, INC	\$75.18
03/08/2024	HR SOURCE	\$315.00
03/08/2024	ALA	\$410.00
03/08/2024	AMERICAN LIBRARY AS	\$39.50
03/08/2024	AMERICAN LIBRARY AS	\$95.00
03/08/2024	MORKES CHOCOLATE	\$111.34
03/08/2024	USPS	\$7.75
03/10/2024	4-IMPRINT	\$1023.20
03/10/2024	AMAZON	\$71.94
03/10/2024	NAYAX LLC	\$1.00
03/10/2024	NAYAX LLC	\$5.00
03/10/2024	SUNSET FOODS - LONG	\$38.16
03/10/2024	DISNEY	\$19.99
03/10/2024	AMAZON	\$8.99
03/10/2024	AMAZON	\$2.99
03/10/2024	NAYAX LLC	\$5.00
03/10/2024	AMAZON	\$57.00
03/10/2024	USPS	\$5.00

03/11/2024	THE WALL STREET JOUR	\$64.99
03/11/2024	NETFLIX	\$15.49
03/11/2024	AMAZON	\$144.66
03/12/2024	CONSTELLATION NEW EN	\$5656.12
03/12/2024	REPUBLIC SERVICES #5	\$377.14
03/12/2024	AJ TEK CORPORATION	\$90.00
03/12/2024	AMAZON	\$31.03
03/12/2024	AMAZON	\$49.49
03/13/2024	CHASE BANK	\$23533.29
03/13/2024	AMAZON	\$10.82
03/13/2024	AMAZON	\$6.69
03/13/2024	AMAZON	\$55.99
03/13/2024	NETFLIX	\$15.49
03/13/2024	AMAZON	\$2.99
03/13/2024	DISNEY	\$19.99
03/13/2024	NETFLIX	\$15.49
03/13/2024	NETFLIX	\$15.49
03/13/2024	SAM'S CLUB	\$17.69
03/13/2024	AMAZON	\$91.90
03/14/2024	AMAZON	\$29.99
03/14/2024	AMAZON	\$41.00
03/14/2024	BON APPETIT	\$30.00
03/14/2024	THE ECONOMIST	\$254.00
03/14/2024	AMAZON	\$2.99
03/14/2024	NETFLIX	\$15.49
03/14/2024	DISNEY	\$19.99
03/14/2024	CC - New Ven	\$106.00
03/14/2024	AMAZON	\$38.82
03/14/2024	USPS	\$18.18
03/14/2024	AMAZON	\$14.99
03/14/2024	AMAZON	\$8.99
03/15/2024	Payroll 2023-0315	\$150942.87
03/15/2024	Payroll 2023-0315	\$56217.14
03/15/2024	BAKER & TAYLOR, INC.	\$6198.38
03/15/2024	BANNERVILLE USA	\$210.00
03/15/2024	BOKEUM MOON	\$350.00
03/15/2024	HALLETT & SONS EXPER	\$3053.72
03/15/2024	HR SOURCE	\$2450.00
03/15/2024	ILLINOIS LIBRARY AS	\$900.00
03/15/2024	IMAGE SYSTEMS & BUSI	\$5644.86
03/15/2024	INGRAM	\$280.13
03/15/2024	LIBRARY IDEAS, LLC	\$834.76
03/15/2024	MIDWEST TAPE	\$169.96
03/15/2024	NERADT ACE HARDWARE	\$19.30
03/15/2024	OVERDRIVE, INC.	\$9918.48
03/15/2024	PLAYAWAY PRODUCTS LL	\$750.62
03/15/2024	POSTMASTER	\$320.00

03/15/2024	RIVISTAS, LLC	\$5725.10
03/15/2024	ROSA M ZILINSKAS	\$200.00
03/15/2024	SMC CONSTRUCTION SER	\$28084.00
03/15/2024	TECHNOLOGY MANAGEMEN	\$1067.60
03/15/2024	ULINE	\$1158.35
03/15/2024	VARIETY VENDORS	\$111.00
03/15/2024	W. W. GRAINGER, INC.	\$104.39
03/15/2024	WAREHOUSE DIRECT	\$618.80
03/15/2024	VILLAGE OF MOUNT PRO	\$45.00
03/15/2024	ESTEVAN P. MONTANO	\$400.00
03/15/2024	EMPLOYEE BENEFITS CO	\$1424.15
03/15/2024	EMPLOYEE BENEFITS CO	\$240.50
03/15/2024	EXPERT PAY CHILD SUP	\$188.31
03/15/2024	EVENTBRITE	\$23.18
03/15/2024	EVENTBRITE	\$17.85
03/15/2024	EBAY INC	\$16.92
03/17/2024	4-IMPRINT	\$1775.01
03/17/2024	UPRINTING	\$111.23
03/17/2024	CC-AIRFARE	\$701.98
03/17/2024	GORDON FOOD SERVICE	\$124.45
03/17/2024	KD MARKET	\$13.45
03/17/2024	DISNEY	\$19.99
03/17/2024	APPLE.COM	\$99.00
03/17/2024	DISNEY	\$19.99
03/17/2024	AMAZON	\$8.99
03/17/2024	AMAZON	\$2.99
03/17/2024	AMAZON	\$2.99
03/17/2024	AMAZON	\$8.99
03/17/2024	AMAZON	\$39.99
03/17/2024	AMAZON	\$109.99
03/17/2024	MICHAELS STORES	\$8.57
03/17/2024	PARTY CITY	\$12.00
03/17/2024	USPS	\$9.86
03/18/2024	ICMA RETIREMENT TRUS	\$6817.42
03/18/2024	ISTOCK PHOTO	\$70.00
03/18/2024	APPLE.COM	\$99.00
03/18/2024	AMAZON	\$104.64
03/19/2024	FACEBOOK	\$18.98
03/19/2024	USPS	\$4.43
03/19/2024	DAILY HERALD	\$567.80
03/19/2024	ADULT READING ROUND	\$15.00
03/19/2024	DAILY HERALD	\$60.40
03/19/2024	LIBRARYWORKS INC	\$49.00
03/20/2024	COMCAST BUSINESS	\$192.90
03/20/2024	EMPLOYEE BENEFITS CO	\$117.71
03/20/2024	NOVAK & PARKER, INC.	\$129.95
03/20/2024	AMAZON	\$71.85

03/20/2024	AMAZON	\$19.79
03/20/2024	CHICAGO SUN TIMES	\$479.85
03/20/2024	AMAZON	\$8.30
03/20/2024	CHICAGO TRIBUNE	\$146.00
03/20/2024	AMAZON	\$89.90
03/21/2024	EMPLOYEE BENEFITS CO	\$2273.99
03/21/2024	PUTTERBALL	\$16.44
03/21/2024	BARRONS	\$29.99
03/21/2024	USPS	\$8.56
03/21/2024	USPS	\$5.00
03/21/2024	ONLINE LABELS, INC	\$220.43
03/21/2024	AQUENT LLC	\$430.00
03/22/2024	ACCURATE EMPLOYMENT	\$145.99
03/22/2024	AMAZON	\$2138.40
03/22/2024	BAKER & TAYLOR, INC.	\$3265.58
03/22/2024	CDW GOVERNMENT, INC.	\$105.43
03/22/2024	CINTAS #22	\$130.70
03/22/2024	CRIMSON MULTIMEDIA D	\$44.03
03/22/2024	CRYSTAL MAINTENANCE	\$2980.00
03/22/2024	INGRAM	\$385.61
03/22/2024	JASON LINDSEY	\$500.00
03/22/2024	KANOPIY, INC.	\$761.00
03/22/2024	KRUEGER INTERNATIONA	\$750.00
03/22/2024	LIGHTING SUPPLY	\$56.76
03/22/2024	MATTHEW BENDER & CO.	\$269.10
03/22/2024	MIDWEST TAPE	\$5740.93
03/22/2024	Open Kitchens	\$300.00
03/22/2024	OVERDRIVE, INC.	\$1905.94
03/22/2024	PLAYAWAY PRODUCTS LL	\$111.98
03/22/2024	SIMON UNIFORM	\$97.70
03/22/2024	THOMSON REUTERS	\$1635.75
03/22/2024	AMAZON	\$38.96
03/22/2024	CC-MEALS	\$22.15
03/24/2024	NETFLIX	\$15.49
03/24/2024	AMAZON	\$16.59
03/24/2024	NETFLIX	\$15.49
03/24/2024	AMAZON	\$14.90
03/24/2024	AWESOME BALLOON CREA	\$25.00
03/24/2024	AWESOME BALLOON CREA	\$65.00
03/24/2024	SPOTIFY	\$16.99
03/24/2024	CC-LODGING	\$405.28
03/24/2024	CC-MEALS	\$20.02
03/24/2024	CC-LODGING	\$405.28
03/24/2024	CC-MEALS	\$30.21
03/24/2024	LANDS' END	\$94.56
03/24/2024	HR SOURCE	\$329.00
03/24/2024	APPLE.COM	\$1317.00

03/24/2024	APPLE.COM	\$1496.00
03/24/2024	APPLE.COM	\$1496.00
03/24/2024	APPLE.COM	\$179.00
03/24/2024	APPLE.COM	\$1496.00
03/24/2024	PADLET SOFTWARE	\$24.00
03/24/2024	AMAZON	\$8.99
03/25/2024	STAPLES BUSINESS ADV	\$53.09
03/25/2024	STAPLES BUSINESS ADV	\$16.71
03/25/2024	STAPLES BUSINESS ADV	\$106.13
03/25/2024	STAPLES BUSINESS ADV	\$37.23
03/25/2024	STAPLES BUSINESS ADV	\$46.50
03/25/2024	STAPLES BUSINESS ADV	\$55.81
03/25/2024	STAPLES BUSINESS ADV	\$13.64
03/25/2024	STAPLES BUSINESS ADV	\$19.02
03/25/2024	STAPLES BUSINESS ADV	\$33.61
03/25/2024	Ventra	\$180.00
03/25/2024	AMAZON	\$54.99
03/25/2024	AMAZON	\$402.67
03/25/2024	AMAZON	\$14.99
03/25/2024	FINANCIAL TIMES	\$385.00
03/26/2024	VERIZON WIRELESS	\$1437.08
03/26/2024	EMPLOYEE BENEFITS CO	\$71.56
03/26/2024	TEACHER'S DISCOVERY	\$139.99
03/26/2024	VISTAPRINT	\$120.05
03/26/2024	USPS	\$7.75
03/26/2024	GENEALOGY.COM	\$107.00
03/26/2024	TARGET	\$69.25
03/27/2024	Payroll 2024-0329	\$157368.77
03/27/2024	Payroll 2024-0329	\$58995.25
03/27/2024	VILLAGE OF MOUNT PRO	\$92271.51
03/27/2024	WALMART	\$48.53
03/27/2024	MICHAELS STORES	\$8.81
03/27/2024	ONLINE LABELS, INC	\$230.87
03/28/2024	EMPLOYEE BENEFITS CO	\$40.00
03/28/2024	NOVAK & PARKER, INC.	\$284.74
03/28/2024	ALA	\$87.48
03/29/2024	AMAZON	\$3947.60
03/29/2024	AMERICAN LIBRARY AS	\$218.00
03/29/2024	ANTHONY LAPALIO	\$500.00
03/29/2024	BAKER & TAYLOR, INC.	\$3906.31
03/29/2024	EUGENE FLYNN	\$240.00
03/29/2024	GALE	\$81.20
03/29/2024	INGRAM	\$1245.85
03/29/2024	KRUEGER INTERNATIONAL	\$5862.00
03/29/2024	LIBRARY IDEAS, LLC	\$52.13
03/29/2024	MICROSYSTEMS, INC	\$652.60
03/29/2024	MIDWEST TAPE	\$124.97

03/29/2024	NPN360	\$879.75
03/29/2024	OVERDRIVE, INC.	\$801.65
03/29/2024	SMC CONSTRUCTION SER	\$141046.00
03/29/2024	SUPERIOR INDUSTRIAL	\$533.35
03/29/2024	TODAY'S BUSINESS SOL	\$309.12
03/29/2024	VILLAGE OF MOUNT PRO	\$1226.35
03/29/2024	W. W. GRAINGER, INC.	\$145.78
03/29/2024	WAREHOUSE DIRECT	\$556.12
03/29/2024	ZOOBEAN, INC	\$1741.15
03/29/2024	EMPLOYEE BENEFITS CO	\$1424.15
03/29/2024	EMPLOYEE BENEFITS CO	\$106.39
03/29/2024	EMPLOYEE BENEFITS CO	\$64.28
03/29/2024	EXPERT PAY CHILD SUP	\$188.31
03/29/2024	ILLINOIS LIBRARY AS	\$1760.00
03/29/2024	ANB BABY	\$71.96
03/29/2024	USPS	\$9.42
03/29/2024	DESIGN PICKLE LLC	\$1249.00
03/29/2024	CC-AIRFARE	\$563.87
03/29/2024	AMERICAN LIBRARY AS	\$224.00
03/29/2024	EVENTCOMBO	\$22.34
03/29/2024	ILLINOIS LIBRARY AS	\$100.00
03/29/2024	AMOS MEDIA COMPANY	\$39.99
03/29/2024	WALMART	\$59.88
03/31/2024	FRIENDS OF THE MPPL	\$172.00
03/31/2024	ZOOM	\$180.00
03/31/2024	AMAZON	\$332.73
03/31/2024	AMAZON	\$2.99
03/31/2024	SHRM	\$264.00
		<u>\$1220096.60</u>

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

March 2024

Fiction/AV/Teen

- 1) Teen volunteers created more than 60 cards to donate to Lemons of Love, a local organization that supports cancer patients and survivors, who were very grateful for the cards, "The cards are amazing! What a great group of artists you have! Thank you so much!"
- 2) "Character Fleadh Performance: Traditional Irish and Scottish Music" program strained the capacity of Meeting Room A and garnered praise from the many attendees:
 - a. "This program was one of the very best we've been to at MPPL. What an uplifting event. Thank you for making this happen."
 - b. "Most excellent! And so timely near St. Pat's Day."
- 3) The "Modern Calligraphy: Brush Pen" program had a great turnout and reception.



South Branch & Community Engagement

- 1) We received 30 new chairs for the Community Room at the CCC. They are lightweight, compact, comfortable, and a welcome replacement for the chairs we've had for many years.
- 2) We received our South Branch-branded outreach giveaways for the 2024 outreach season. The items are purple, our signature color, and were selected to appeal to a range of ages. The giveaways include color-changing pens, frisbees, and plastic bags.
- 3) "Managing Money: A Caregiver's Guide to Finances" was presented at the Main Library in collaboration with the Village of Mount Prospect's Human Services Department. The speaker shared resources and his expertise as a financial planner to help families manage finances related to caring for someone with medical issues.
- 4) We presented the "Animal Investigators: Snakes" program at both the Main Library and South Branch in collaboration with the Youth Services department. This fun and educational program for Grades 1-5 featured an interactive Power Point, cooperative game, book, and a slime-making craft.



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Youth

- 1) We hosted the Northern Illinois LEGO Train Club on March 9-10 and over 1,860 people came through to see the creations. LEGO enthusiasts and children alike saw a train run past skyscrapers, a castle, a Ferris wheel, among other structures, made completely of LEGO. The Friends of the Library funded this event, and we are thankful for their support!
- 2) Spring break programming was a success in March. We kicked things off with our "Mario Party" (400 attendees). Children got to experience different islands, featuring a craft activity, and playing games to win stars. We had a "Pokémon Science" program mid-week (it was sponsored by the Friends of the Library; 208 attendees). Other programs that week included "Creation Station" and "Tinker Lab," to highlight a few. We received feedback that patrons were happy about the variety of offerings we had for the kids during their time off from school.
- 3) Our "Who Would Win?" scavenger hunt was super popular for older kids this month. It was based on the non-fiction series featuring titles such as *Tyrannosaurus Rex vs. Velociraptor* and *Hyena vs. Honey Badger* (550 attendees). Participants voted for their favorite animal, with the tiger being most popular.



Circulation

- 1) Major library events like LEGO Train and Mini Golf, along with Spring Break, made for a busy March in Circulation, particularly at the checkout desk. Overall circulation for the month of March was 99,628, our highest single month since 2013. One staff member commented that this increased patron activity has made the library feel really vital again.
- 2) The department was busy this month preparing for the upcoming renovation. We conducted interviews in an effort to be fully staffed in time for construction. We also made some changes to our Library of Things and Library of Things Junior collections, moving some



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items out to the desk for easier access, and relocating the Library of Things display for patrons to browse.

- 3) Many patrons were excited that we were offering free solar eclipse glasses. One staff member reported “many of them were planning on traveling to see the eclipse and were happy we could help them be a little more prepared.”
- 4) Library of Things continues to be very popular with patrons and is also the source of surprising interactions and stories. This month, staff members from both Circulation and Registration interacted with a patron who shared the following experience:

- a. "I checked out the Quest 2 Virtual Reality unit for my mom who has Parkinson's. Her experience with the VR was extremely special because the disease has significantly limited her ability to move about and the VR gave her a whole world in which she doesn't have to worry about physically getting around or falling because she can perform so much while sitting down. She enjoyed the sensation of being able to move freely within the virtual world. We liked it so much we are going to buy one for ourselves to continue to use personally."



Registration

- 1) During the Lego Train weekend we issued 45 new patron library cards and 33 reciprocal library cards. This is 1/3 of our usual monthly amount, issued over two days. It was busy, but so fun to see so many kids excited to get cards.
- 2) We gained two new staff members and lost one during March. Bridget Meyer started on March 11 and Stephanie Johanson started on March 12. Erin O'Keefe's last day was March 30.



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Research

- 1) Staff have commented recently that we have been busier, and the stats confirm the fact. The number of Research desk interactions (4,320) this month was the highest since March 2019 and the first time since the pandemic we have exceeded 4,000 interactions in a month.
- 2) Our most well-attended program (45 attendees) was “Making the Most of Medicare.” Enza Haas from Kenneth Young Center gave a very thorough presentation and answered a lot of questions.
- 3) We partnered with the Mount Prospect Historical Society (MPHS) to host Dressing for a New Era: Shopping for Clothes in Postwar Mount Prospect, part of the Mount Prospect Stories program series. Emily Dattilo, MPHS Director, presented to the 18 attendees who were very interested and engaged.



*Dress and belt from Doris Kirkeby
Fashions and Jewelry, c.1960s*

Human Resources & Learning

- 1) Number of open positions: 1. Circulation Desk Assistant (PT)
- 2) Number of vacant positions filled: 9. Fiction Programming Librarian (FT), Graphic Designer (FT), IT Manager (FT), 2 Circulation Desk Assistant (PT), 2 Patron Services Assistant (PT), Research Assistant (PT), South Branch Patron Assistant (PT)
- 3) Number of separations: 4
- 4) Staff anniversaries: Polly Gillogly, Circulation Supervisor, 15 years
- 5) After a previous month of high-volume interviewing, we now can report a high-volume of offers being accepted and positions being filled. Two of these offers include applicants relocating to the Mount Prospect area from Wisconsin and California.
- 6) One of our annual activities related to compensation is participating in the “Library Salary Survey” facilitated by HR Source. This year, we matched 43 positions and reported pay rates for 110 employees. Survey results will be available later this summer.

Building & Security

- 1) We continued the preparation work for the upcoming renovation, including clearing out storage areas to use as staging for furniture, relocating the Technical Services department, transitioning Room 130 into Library of Things storage, preparing Room B to become the primary Circulation area, and setting up Room C as a multipurpose meeting room.
- 2) We securely fenced off a section of the parking garage just across from the lower lobby to store the shelving that we will be reusing as part of the renovation.
- 3) The exterior access controls on the automatic doors at the lower-level parking garage failed. The problem was with the electronic locking circuit which required installation of a new circuit board. It is likely that we are looking at total replacement in the next few years.

Information Technology

- 1) In March, we went live with a new incident tracking system that consolidated the three previous separate systems.
- 2) We implemented an upgrade to our locker software which corrected the locker number display and allows for ILL material to be processed.

Technical Services

- 1) In March we completed cataloging and processing the 2025 Monarch and Bluestem Award nominees. This was no small feat as the timeline for this annual project had to be compressed due to our imminent departure from the workroom. Amongst the packing and moving, Tech Services staff finished the nominees ahead of schedule and before the announcement of the winners.
- 2) The Library of Things saw a new category introduced in March when Indoor Games joined the mix. Games in this category are larger than what can typically be found in Board Games but don't match the size and scope of Outdoor Games. Things of note include a curling set, a limbo set, and a mini golf set. The patron response to this new category has been enthusiastic, with every item in it checked out within a day or two of hitting our shelves.

Marketing

- 1) Preliminary findings from our March program follow up survey, "How did you first find out about this program?" reported our paper newsletter as the top medium, followed by an email from the library. We are currently sending these surveys after adult programs and plan to expand to teen and youth programs in July.
- 2) We have seen an increase in marketing requests in the first quarter of 2024; 230 projects, up from 180 in the last quarter which is an increase of around 25%. Despite our reduced staff (we are still in the recruitment process) we met the deadline for 94%.



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3) The open and click-through rates for General Interest e-newsletter rebounded from February's statistics back up to 44.5% and 1.6%, respectively.

- a. Top click-through pages from March 1 included "LEGO Train," sponsored by the Friends (31%) and "Character Fleadh Performance," sponsored by the Foundation (23%).
- b. The top click-through pages for March 15 were the Mini Golf Foundation fundraiser (18%) and the program recording of "The Great North American Eclipse" on YouTube (13%).
- c. Program recordings average 40 views linking from the e-newsletter, extending our reach to patrons who may not have been able to attend the programs in person.
- d. A special Parent-Caregiver e-newsletter was sent to promote the LEGO Train Exhibit weekend and other LEGO-themed programming and had an impressive 66% open rate.
- e. The general monthly e-newsletter had a 57% open rate for March, with "Pokémon Science" in the spotlight section, receiving the highest number of clicks (41%). Furthermore, of the 186 individual registrants, 128 (69%) registered after the email was sent out (60 on the day of the email). Again, there were no unsubscribe requests or spam reports.



Friends of the Mount Prospect Public Library

- 1) Planning is underway for the spring sale in April and the Friends have a new person coordinating the volunteers for the sale.
- 2) The Friends approved funding to support the Laura Luteri Memorial Garden. Laura was a longtime volunteer and board member of the Friends.

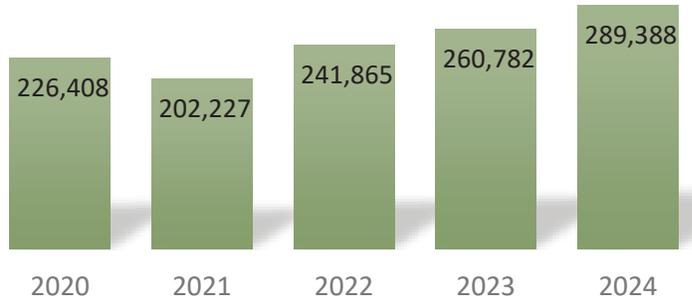
Mount Prospect Public Library Foundation

- 1) The March 16 Mini Golf Fundraiser had a record number of 485 players this year, raising over \$6,000 for the Foundation.
- 2) The Foundation approved funding to support the Laura Luteri Memorial Garden. Laura was a founding member of the Foundation and a longtime board member.
- 3) The Foundation is going to research viable alternative organizations that are closer to Mount Prospect for the electronic recycling fundraiser.

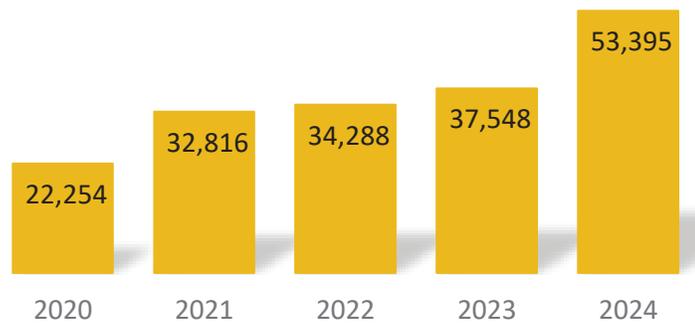


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

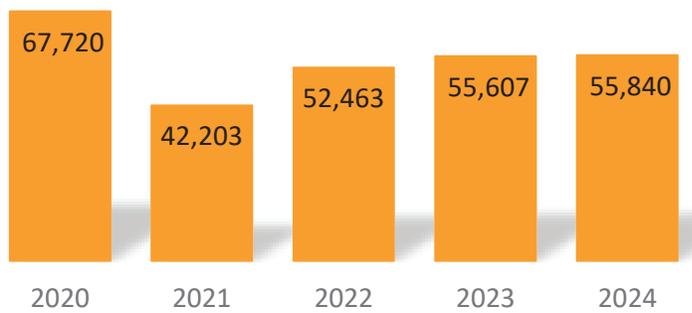
Overall Circulation YTD



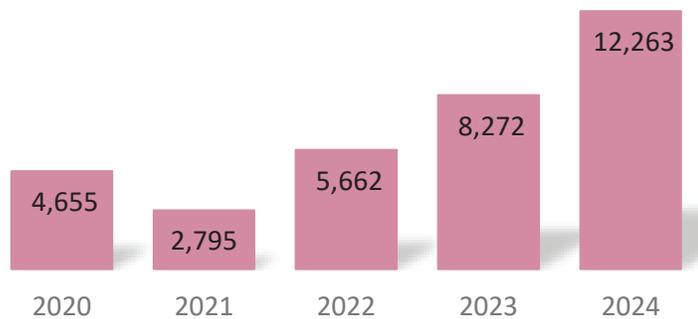
eMedia Circulation YTD



AV Circulation YTD

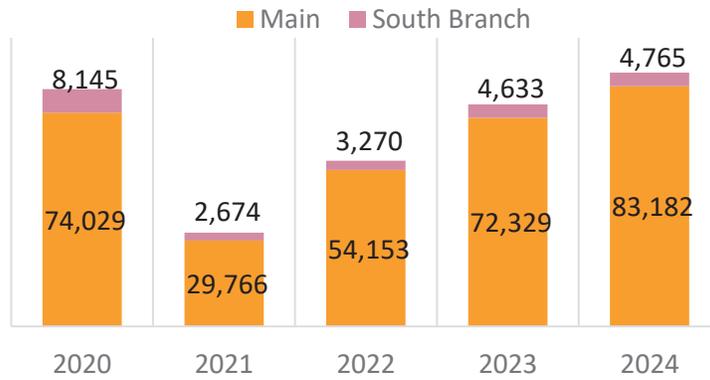


Other Circulation YTD

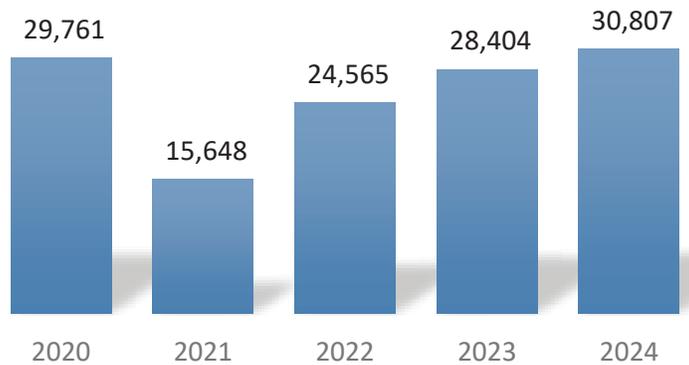


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

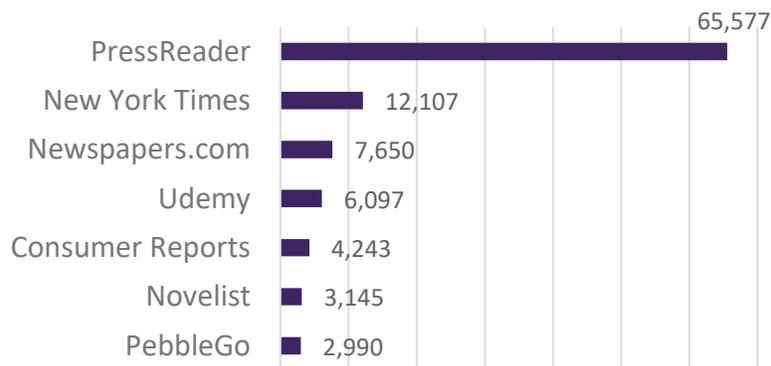
2024 Door Count - YTD



Questions Answered YTD

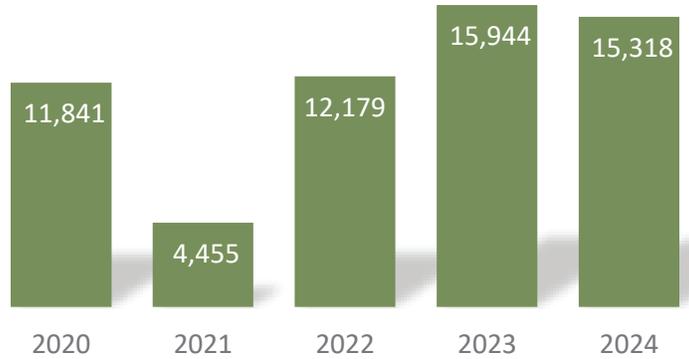


2024 YTD Top Databases

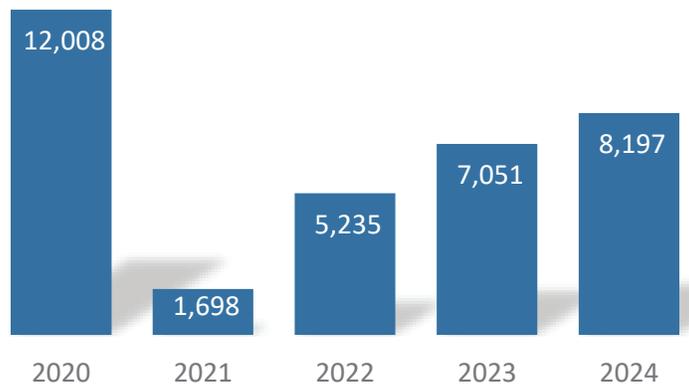


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

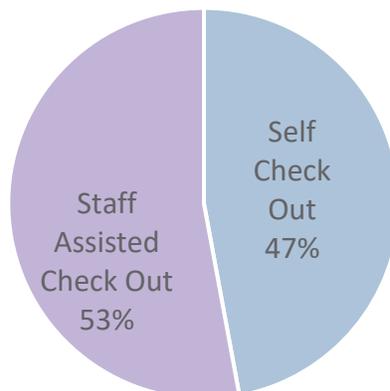
Wireless Unique Users YTD



Public Computer Hours Usage YTD



Check Out Method



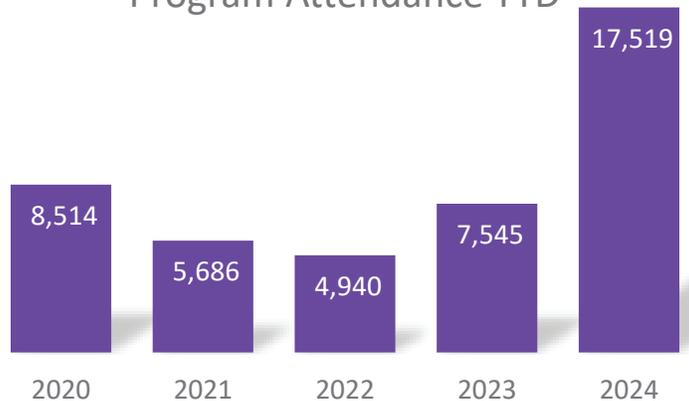
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Program statistics are off the charts this month! Helping boost the numbers were the two special events, Mini Golf and Lego Train. Adult programs are up around 400% this month because our Great North American Eclipse program recording got more than 1,200 views in March (we held the program in February). Finally, our Outreach program statistics have been steadily increasing since the Youth department hired new Outreach staff.

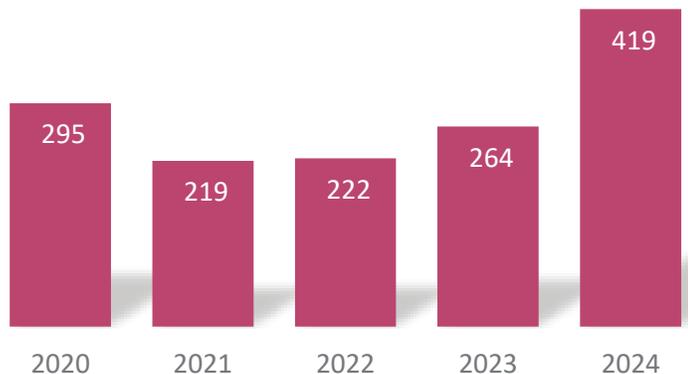
March Program Top Attendance Programs:

- Creation Station: 132
- Character Fleadh Performance: 145
- Make Music with Miss Julie: 150
- Pokémon Science: 208
- Mario Party: 400
- Mini Golf: 485
- The Great North American Eclipse recording: 1,232
- Lego Train: 1,859

Program Attendance YTD

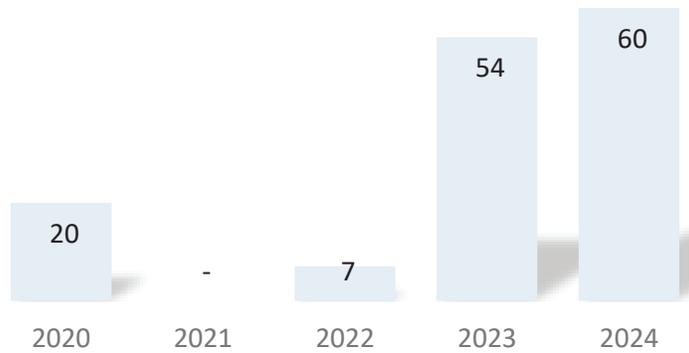


Number of Programs YTD

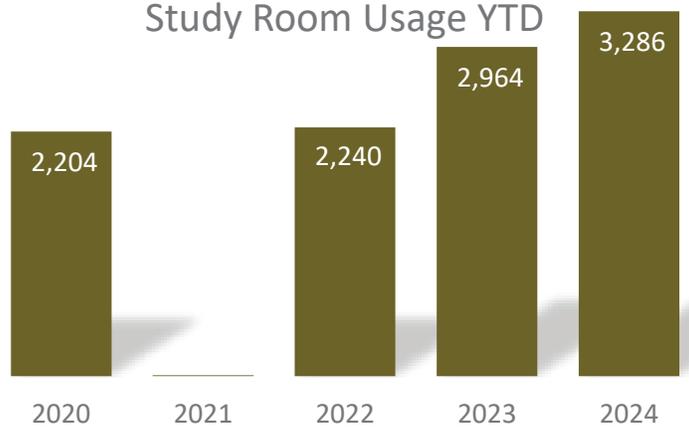


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

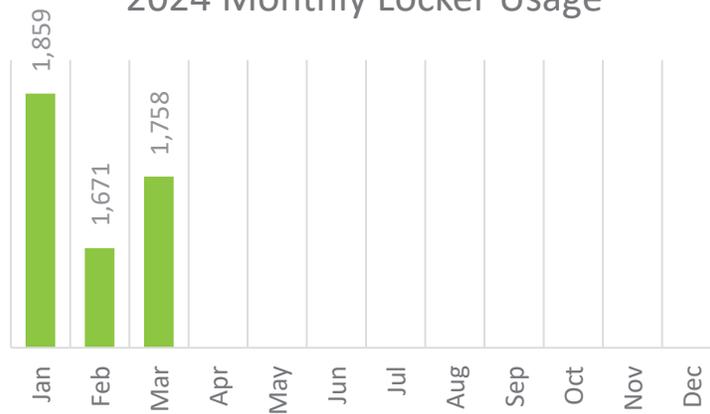
Meeting Room Usage by Public YTD



Study Room Usage YTD



2024 Monthly Locker Usage



CCS and Renovation Monthly Update

April 18, 2024

CCS Migration

CCS progress since last month:

1. Our Profiling worksheet was submitted to and approved by CCS staff.
2. We completed our training consultation with CCS and have received dates for most of the training sessions that will be held this summer and early autumn.
3. We are currently in the Mapping migration phase and are awaiting mapping documents from Innovative Interfaces, Inc. [the CCS ILS vendor].

CCS plans for next month:

1. We will begin filling out the Mapping documents as soon as CCS receives them from Innovative Interfaces, Inc.
2. CCS staff will visit MPPL later this month to observe our acquisitions workflow.
3. We will create a training plan and will schedule staff to attend training sessions starting in July, based on the training dates and documentation received from CCS at our training consultation.

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. Completed moving staff into temporary locations (Circulation and Registration)
 - a. Over 50 staff members have been relocated and are working in temporary spaces for the duration of the project
2. Uninstalled and stored all shelving we will be reusing after the renovation
3. Room B began to be used for Circulation duties, and meetings are now held in Room C (previously the Training Lab)

Mount Prospect Public Library
Board of Trustees
CCS and Renovation Monthly Update

Renovation plans for next month:

4. Gail Borden Library to pick up cubicle components and Clear out the remainder of any furniture or items from the construction zones
5. Begin construction! Tuesday, April 30 begins interior work
 - a. Prepare space outside the loading dock for the Conex box and construction dumpster
 - b. Install zip barriers in the lobby
 - c. Install temporary door at the bottom of the staff stairwell
6. Move the final range of shelves to the lobby to use as Hold Shelves for the duration
7. Install new self check machines
8. Close outdoor walk-up book drop

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
 - a. Furniture installation date August 7
10. September 2024 – Install and configure sorter
11. October 2024 – Go live with CCS

Public Communication

1. Update in every issue of the print newsletter through the end of the year.
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 library poster with “Coming Soon” information.
4. In library flyer with all basic information; will be used throughout the project.
5. eNews editions with updates focusing on “changes during construction.”
 - a. A temporary wall installed across from the Patron Services desk.
 - b. New Hold Shelves next to the temporary wall.
 - c. Books will be returned to a bin at the Patron Services desk; the lobby automated book return and outdoor walk-up book return will not be available.
 - d. It will take us more time to check in your returned items, so you will see them on your account for longer than usual, but remember, we are fine free!
 - e. A new water fountain on the first floor with a bottle filler.
 - f. The Library of Things and Lucky Day collections will be available in the main lobby hallway near the Youth department.