

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

Regular Board Meeting
May 16, 2024, 7:00 p.m.
Meeting Room C

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Officer Elections 2024-2025 (3)**
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. **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.
5. **President's Report**
6. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of April 18, 2024 **(4-5)**
 - b. April 2024 Bills and Financial Reports **(6-20)**
 - c. Library Closing at 5 p.m. on Friday, July 26 for Mount Prospect Downtown Block Party
7. **Executive Director Report (2)**
 - a. April 2024 Library Activity Report **(21-29)**
 - b. CCS and Renovation Update **(30-31)**
8. **Discuss Facility Master Plan Next Steps**
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
 - a. May 20 – Foundation Board Meeting – Rosemary Groenwald
 - b. June 6 – Committee of the Whole Meeting – recommend cancel
 - c. June 20, 7:00 p.m. – Regular Board Meeting
 - i. Committee Appointments 2024-2025
 - d. June 24 – Foundation Board Meeting – Brian Gilligan
11. **Adjournment**

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

Mount Prospect Public Library
Board of Trustees

Library Director Report
May 16, 2024

1. **Officer Elections 2024-2025.** This is agenda item 3. Please see the memo in the packet for the slate of officers recommended by President Marie Bass.
2. **Consent Agenda.** This is agenda item 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.
3. **Discuss Facility Master Plan Next Steps.** This is agenda item 8. Now that construction on "Project A" has officially started, we will begin discussing future phases of renovations. At the meeting we will review the original Master Plan proposal, funding, and timeline and talk about next steps.
4. **Budget Planning.** This is early notice that we are beginning to plan for the 2025 budget. Administration will be meeting with each department head in June for an initial discussion of 2025 needs. We will hold our regular Finance Committee meeting on Thursday, September 5 at 7:00 p.m. to review the draft budget.
5. **Laura Luteri Memorial Garden.** We expect to plant the garden by the end of May, and we will install the plaque soon after. We are working with Laura's daughter to plan a small unveiling in June or July after the plants have settled in.
6. **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.

MEMO 2024-2025 SLATE OF OFFICERS

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: May 16, 2024
Re: 2024-2025 Slate of Officers

President Marie Bass will present a recommendation for the 2024-2025 slate of officers:

- President – Marie Bass
- Vice President – Kristine O’Sullivan
- Treasurer – Brian Gilligan
- Secretary – Rosemary Groenwald

These offices will be voted on at the May 16 meeting.

Motion language:

“I move to approve the 2024-2025 slate of officers as presented.”

**Regular Board Meeting
April 18, 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 7:01 p.m. by Kristine O'Sullivan, Vice President.

2. Roll Call

Present: Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Kristine O'Sullivan
Absent: Marie Bass, Mary Anne Benden, Sylvia Haas
Staff Present: Angela Baker, Anne Belden, Jo Broszczak, Malachi Kohlwey, Su Reynders, Suzanne Yazel
Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

No report.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of March 21, 2024
- b. March 2024 Bills and Financial Reports

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

6. Business Partnerships/Outreach Presentation

Business Librarian Angela Baker gave a presentation highlighting the library's business partnerships and outreach efforts. She detailed ways the library provides resources and offers networking opportunities for operating a small business, including the relaunch of the "Mount Prospect Entrepreneurs Initiative Panel Discussion" program.

7. First Quarter Financial Review

Finance Manager Malachi Kohlwey reviewed the first quarter of 2024 revenue and expenditures and answered questions. He reported the library has received 50% of its annual projected property tax revenue in the first quarter.

8. Executive Director Report

Executive Director Su Reynders reviewed the highlights of the monthly library report and the CCS and Renovation monthly update and answered questions. She reported that library programming statistics continue to steadily increase, including our outreach endeavors. She reported that results from the 2023 Village Community Survey showed that the library scored 90% on the overall quality of library services.

9. Trustee Reports and Comments

Trustee Sylvia Fulk reported that the Friends Book Sale is being held on April 20 and 21.

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 – canceled
- 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

Motion was made by Trustee Groenwald and seconded by Trustee Gilligan to adjourn the Regular Board meeting at 7:46 p.m. Voice vote carried.

Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of April 30, 2024

Library General Fund	8,191,289.17
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	6,734,040.91
Debt Service Fund	0.00
Gift Fund	572,087.47

Total All Funds	17,613,463.81
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Disbursements April 2024

\$	849,170.95
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Financial Summary

Fund Balances

Combined Library General & Working Cash Funds	\$	10,307,335.43
Annual Operating Budget 2024	\$	11,191,400.00
Combined Balance - Months in Reserve		11.1
Combined Balance - Percentage in Reserve		92.1%

YTD April Spending

- * We're on target with spending, and our YTD percentage expended is 32.0%
- * Last year at this time, we had expended 29.0%

Levy Collection

- * To date, 50.32% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 04/30/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$9,190.65	\$0.00	\$0.00	\$0.00	\$0.00	\$9,190.65
Interest Income	\$24,185.06	\$0.00	\$33,445.54	\$0.00	\$0.00	\$57,630.60
Miscellaneous Fees	\$1,810.59	\$0.00	\$0.00	\$0.00	\$0.00	\$1,810.59
Miscellaneous Income	\$780.82	\$0.00	\$0.00	\$0.00	\$49.62	\$830.44
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$23.79	\$23.79
Total Revenues	\$35,967.12	\$0.00	\$33,445.54	\$0.00	\$73.41	\$69,486.07
Expenses						
Salaries & Benefits	\$586,711.30	\$0.00	\$0.00	\$0.00	\$0.00	\$586,711.30
Management Expense	\$22,036.60	\$0.00	\$0.00	\$0.00	\$0.00	\$22,036.60
Operating Expense	\$25,555.13	\$0.00	\$0.00	\$0.00	\$900.00	\$26,455.13
Building Expense	\$79,352.73	\$0.00	\$0.00	\$0.00	\$0.00	\$79,352.73
Library Materials	\$80,195.46	\$0.00	\$0.00	\$0.00	\$0.00	\$80,195.46
Reimbursable Expense	\$3,400.64	\$0.00	\$0.00	\$0.00	\$0.00	\$3,400.64
Total Expenses	\$797,251.86	\$0.00	\$0.00	\$0.00	\$900.00	\$798,151.86
BEGINNING FUND BALANCE	\$8,952,573.91	\$2,116,046.26	\$6,700,595.37	\$0.00	\$572,914.06	\$18,342,129.60
NET SURPLUS/(DEFICIT)	(\$761,284.74)	\$0.00	\$33,445.54	\$0.00	(\$826.59)	(\$728,665.79)
ENDING FUND BALANCE	\$8,191,289.17	\$2,116,046.26	\$6,734,040.91	\$0.00	\$572,087.47	\$17,613,463.81

Mount Prospect Public Library

Revenue Report

For the Period Ended 04/30/2024

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<u>Library Fund</u>						
Property Taxes	\$9,190.65	\$5,514,081.18	\$10,958,000.00	\$5,443,918.82	50.32%	49.68%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$24,185.06	\$114,914.38	\$75,000.00	(\$39,914.38)	153.22%	(53.22%)
Fees	\$1,777.09	\$7,572.94	\$10,600.00	\$3,027.06	71.44%	28.56%
For Sale Items	\$33.50	\$244.96	\$20,200.00	\$19,955.04	1.21%	98.79%
Miscellaneous Income	\$780.82	\$789.02	\$0.00	(\$789.02)	0.00%	0.00%
Friends Reimbursement	\$0.00	\$6,558.22	\$0.00	(\$6,558.22)	0.00%	0.00%
Foundation Reimbursement	\$0.00	\$1,935.92	\$0.00	(\$1,935.92)	0.00%	0.00%
Village Reimbursement	\$0.00	\$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	\$35,967.12	\$5,722,066.05	\$11,222,500.00	\$5,500,433.95	50.99%	49.01%
<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	\$33,445.54	\$119,268.19	\$0.00	(\$119,268.19)	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	\$33,445.54	\$119,268.19	\$0.00	(\$119,268.19)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 04/30/2024

Gift Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$49.62	\$639.01	\$5,000.00	\$4,360.99	12.78%	87.22%
Donations	\$23.79	\$32.18	\$0.00	(\$32.18)	0.00%	0.00%
Total Gift Fund	\$73.41	\$671.19	\$5,000.00	\$4,328.81	13.42%	86.58%

Mount Prospect Public Library

Expense Report

For the Period Ended 04/30/2024

Library Fund	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	\$466,791.92	\$1,894,276.78	\$5,931,000.00	\$4,036,723.22	31.94%	68.06%
IMRF	\$27,592.67	\$111,375.75	\$345,000.00	\$233,624.25	32.28%	67.72%
MC/FICA	\$33,566.14	\$137,202.24	\$454,000.00	\$316,797.76	30.22%	69.78%
Medical Insurance	\$58,609.37	\$256,730.64	\$820,000.00	\$563,269.36	31.31%	68.69%
Life Insurance	\$151.20	\$1,019.87	\$3,000.00	\$1,980.13	34.00%	66.00%
Unemployment Compensation Tax	\$0.00	\$1,349.42	\$23,000.00	\$21,650.58	5.87%	94.13%
Total Salaries & Benefits	\$586,711.30	\$2,401,954.70	\$7,576,000.00	\$5,174,045.30	31.70%	68.30%
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	\$1,743.34	\$19,876.81	\$126,000.00	\$106,123.19	15.78%	84.22%
Marketing	\$3,531.43	\$14,056.67	\$74,000.00	\$59,943.33	19.00%	81.00%
Professional Dues	\$600.00	\$4,819.00	\$17,000.00	\$12,181.00	28.35%	71.65%
Board Development	\$518.00	\$1,452.00	\$2,500.00	\$1,048.00	58.08%	41.92%
Human Resources	\$16,325.11	\$62,887.52	\$172,700.00	\$109,812.48	36.41%	63.59%
Other Operating	(\$681.28)	\$160.49	\$38,700.00	\$38,539.51	0.41%	99.59%
Total Management Expenses	\$22,036.60	\$103,252.49	\$446,500.00	\$343,247.51	23.12%	76.88%
Operating Expenses						
Telecommunications	\$2,959.68	\$11,530.15	\$35,900.00	\$24,369.85	32.12%	67.88%
Insurance	\$0.00	\$86,585.05	\$116,000.00	\$29,414.95	74.64%	25.36%
Office Supplies	\$1,390.64	\$5,643.61	\$29,300.00	\$23,656.39	19.26%	80.74%
Library Supplies	\$525.48	\$3,720.16	\$24,700.00	\$20,979.84	15.06%	84.94%
Postage	\$2,953.21	\$7,729.37	\$31,800.00	\$24,070.63	24.31%	75.69%
Contract Services	\$7,286.99	\$22,936.64	\$142,000.00	\$119,063.36	16.15%	83.85%
Software	\$10,439.13	\$39,151.05	\$120,900.00	\$81,748.95	32.38%	67.62%
Total Operating Expenses	\$25,555.13	\$177,296.03	\$500,600.00	\$323,303.97	35.42%	64.58%

Mount Prospect Public Library

Expense Report

For the Period Ended 04/30/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$8,184.07	\$74,749.39	\$133,800.00	\$59,050.61	55.87%	44.13%
Hardware & System Maintenance	\$58,497.49	\$73,607.62	\$139,600.00	\$65,992.38	52.73%	47.27%
Janitorial	\$5,968.07	\$25,857.71	\$76,300.00	\$50,442.29	33.89%	66.11%
Equipment	\$3,093.92	\$34,743.59	\$199,000.00	\$164,256.41	17.46%	82.54%
Utilities	\$3,609.18	\$19,986.16	\$49,300.00	\$29,313.84	40.54%	59.46%
Total Building Expenses	\$79,352.73	\$228,944.47	\$598,000.00	\$369,055.53	38.29%	61.72%
Services and Resources						
Adult Print	\$18,181.73	\$62,199.63	\$247,600.00	\$185,400.37	25.12%	74.88%
Adult AV	\$3,035.34	\$7,427.08	\$42,600.00	\$35,172.92	17.43%	82.57%
Youth Print	\$13,188.97	\$50,443.94	\$159,700.00	\$109,256.06	31.59%	68.41%
Youth AV	\$1,826.94	\$6,536.02	\$26,200.00	\$19,663.98	24.95%	75.05%
Magazines	\$1,767.21	\$13,388.18	\$19,300.00	\$5,911.82	69.37%	30.63%
Electronic Resources	\$5,941.75	\$75,920.49	\$186,600.00	\$110,679.51	40.69%	59.31%
Digital Media	\$24,055.33	\$103,985.57	\$317,000.00	\$213,014.43	32.80%	67.20%
E-Learning	\$0.00	\$35,648.22	\$49,500.00	\$13,851.78	72.02%	27.98%
Library of Things	\$4,071.99	\$14,202.49	\$68,000.00	\$53,797.51	20.89%	79.11%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$1,930.75	\$6,357.37	\$28,000.00	\$21,642.63	22.70%	77.30%
Programs	\$6,195.45	\$17,069.81	\$103,300.00	\$86,230.19	16.52%	83.48%
Total Services and Resources	\$80,195.46	\$393,831.40	\$1,248,500.00	\$854,668.60	31.54%	68.46%
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	\$0.00	\$1,650.00	\$10,000.00	\$8,350.00	16.50%	83.50%
Friends Expenses	\$3,400.64	\$10,007.53	\$10,000.00	(\$7.53)	100.08%	(0.08%)
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	\$3,400.64	\$11,657.53	\$21,800.00	\$10,142.47	53.47%	46.53%

Mount Prospect Public Library

Expense Report

For the Period Ended 04/30/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$797,251.86	\$3,316,936.62	\$11,191,400.00	\$7,874,463.38	29.64%	70.36%

Working Cash Fund

200-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total		\$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%
400-6800-99	Building Maintenance - Service	\$0.00	\$252.00	(\$252.00)	0.00%	0.00%
400-6805-99	Building Maintenance - South Branch	\$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%
400-6845-99	Equipment & Furnishings - South Branch	\$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%
400-7010-99	Capital Outlay	\$0.00	\$432,267.22	\$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%
400-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Project Fund		\$0.00	\$432,519.22	\$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%
300-7050-99	Operating Expenses	\$900.00	\$900.00	\$99,100.00	0.90%	99.10%
300-7060-99	Circulating Materials	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99	Art	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7300-99	Programs	\$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%
300-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund		\$900.00	\$900.00	\$99,100.00	0.90%	99.10%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 04/30/2024

Date	Source	Amount
04/01/2024	AMAZON	\$537.44
04/01/2024	THE NEW YORK TIMES	\$161.35
04/02/2024	ICMA RETIREMENT TRUS	\$6835.74
04/02/2024	AMAZON	\$119.98
04/02/2024	TONIES US	\$464.00
04/02/2024	HAPPYTHOUGHT	\$10.00
04/02/2024	AMERICAN LIBRARY AS	\$299.00
04/02/2024	AMAZON	\$8.99
04/02/2024	AMAZON	\$2.99
04/02/2024	AMAZON	\$8.99
04/02/2024	DISNEY	\$19.99
04/02/2024	NETFLIX	\$15.49
04/02/2024	THE WEEK JUNIOR	\$39.49
04/02/2024	USPS	\$4.55
04/02/2024	CC-LODGING	\$15.99
04/02/2024	CC-LODGING	\$973.44
04/03/2024	AMAZON	\$101.97
04/03/2024	CC-MEALS	\$23.10
04/03/2024	CC-GROUND TRANSPORTA	\$31.22
04/03/2024	CC-GROUND TRANSPORTA	\$53.00
04/03/2024	CC-MEALS	\$12.93
04/03/2024	CC-GROUND TRANSPORTA	\$31.10
04/03/2024	CC-AIRFARE	\$35.00
04/03/2024	CC-MEALS	\$5.74
04/03/2024	AMERICAN LIBRARY AS	\$399.00
04/03/2024	LANDS' END	\$77.40
04/03/2024	CC-AIRFARE	\$35.00
04/03/2024	AMAZON	\$8.99
04/03/2024	AMAZON	\$8.99
04/03/2024	CC-MEALS	\$25.76
04/03/2024	CC-MEALS	\$13.16
04/03/2024	CC-MEALS	\$10.19
04/03/2024	CC-GROUND TRANSPORTA	\$52.20
04/03/2024	CC-MEALS	\$8.76
04/04/2024	CC-MEALS	\$15.90
04/04/2024	CC-MEALS	\$29.68
04/04/2024	CC-MEALS	\$19.77
04/04/2024	CC-GROUND TRANSPORTA	\$15.12
04/04/2024	CC-GROUND TRANSPORTA	\$17.87
04/04/2024	BARNES & NOBLE	\$48.97
04/04/2024	CC-MEALS	\$19.24
04/04/2024	CC-MEALS	\$57.38
04/04/2024	CC-GROUND TRANSPORTA	\$54.84
04/04/2024	CC-MEALS	\$14.84
04/04/2024	AMAZON	\$8.99

04/04/2024	AMAZON	\$8.99
04/04/2024	AMAZON	\$8.99
04/04/2024	AMAZON	\$8.99
04/04/2024	DISNEY	\$19.99
04/04/2024	DISNEY	\$19.99
04/04/2024	DISNEY	\$19.99
04/04/2024	CC-MEALS	\$22.25
04/04/2024	WALMART	\$46.37
04/04/2024	UPRINTING	\$147.77
04/05/2024	AMERICAN NATIONAL SK	\$869.00
04/05/2024	BAKER & TAYLOR, INC.	\$5507.88
04/05/2024	CDW GOVERNMENT, INC.	\$5300.89
04/05/2024	CINTAS #22	\$130.70
04/05/2024	CRIMSON MULTIMEDIA D	\$64.21
04/05/2024	DEMCO	\$184.45
04/05/2024	INGRAM	\$1051.32
04/05/2024	INTERIOR TROPICAL GA	\$120.00
04/05/2024	KAREN CHAN FINANCIAL	\$300.00
04/05/2024	Library Furniture In	\$19320.00
04/05/2024	MIDWEST TAPE	\$72.98
04/05/2024	OVERDRIVE, INC.	\$13886.20
04/05/2024	PEERLESS MARKETING I	\$257.02
04/05/2024	THE DAVEY TREE EXPR	\$157.00
04/05/2024	TRU GREEN-CHEM LAWN	\$247.92
04/05/2024	WAREHOUSE DIRECT	\$553.64
04/05/2024	CC-MEALS	\$2.70
04/05/2024	CC-MEALS	\$17.44
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04/05/2024	CC-MEALS	\$19.28
04/05/2024	CC-MEALS	\$18.00
04/05/2024	CC-MEALS	\$13.09
04/05/2024	CC-MEALS	\$4.76
04/05/2024	CC-MEALS	\$16.87
04/05/2024	CC-MEALS	\$26.46
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04/05/2024	AMAZON	\$8.99
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04/05/2024	AMAZON	\$8.99
04/05/2024	DISNEY	\$19.99
04/05/2024	DISNEY	\$19.99
04/05/2024	DISNEY	\$19.99
04/05/2024	DISNEY	\$19.99
04/05/2024	DISNEY	\$19.99
04/05/2024	NETFLIX	\$15.49
04/05/2024	NETFLIX	\$15.49
04/05/2024	NETFLIX	\$15.49
04/05/2024	NETFLIX	\$15.49
04/05/2024	NETFLIX	\$15.49

04/05/2024	THE POLISH BOOKSTORE	\$500.00
04/05/2024	MICROSOFT	\$6.60
04/05/2024	MICROSOFT	\$66.00
04/05/2024	CC-MEALS	\$42.58
04/05/2024	CC-MEALS	\$18.70
04/05/2024	CC-MEALS	\$4.20
04/05/2024	CHICAGO TRIBUNE	\$424.00
04/05/2024	CC-MEALS	\$23.65
04/05/2024	CC-MEALS	\$11.75
04/05/2024	CC-MEALS	\$26.20
04/05/2024	AMAZON	\$31.99
04/05/2024	USPS	\$5.07
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04/07/2024	CC-LODGING	\$666.24
04/07/2024	CC-MEALS	\$2.85
04/07/2024	CC-MEALS	\$2.85
04/07/2024	CC-MEALS	\$3.75
04/07/2024	CC-MEALS	\$23.00
04/07/2024	CC-MEALS	\$16.81
04/07/2024	CC-GROUND TRANSPORTA	\$20.53
04/07/2024	CC-GROUND TRANSPORTA	\$40.25
04/07/2024	CC-GROUND TRANSPORTA	\$53.00
04/07/2024	CC-MEALS	\$5.00
04/07/2024	CC-MEALS	\$9.45
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04/07/2024	CC-LODGING	\$666.24
04/07/2024	CC-MEALS	\$21.12
04/07/2024	AMAZON	\$24.63
04/07/2024	DISNEY	\$19.99
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04/07/2024	NETFLIX	\$15.49
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04/07/2024	JEWEL OSCO	\$6.99
04/07/2024	AMAZON	\$16.53
04/07/2024	MEIJER	\$20.56
04/08/2024	AT&T ACH	\$103.35
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04/08/2024	AFLAC	\$316.99
04/08/2024	CC-LODGING	\$888.32
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04/08/2024	CC-MEALS	\$20.40
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04/08/2024	CC-GROUND TRANSPORTA	\$54.91
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04/08/2024	WALL STREET JOURNAL	\$64.99
04/08/2024	CC-MEALS	\$5.38
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04/09/2024	AMAZON	\$2.99
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04/09/2024	ADOBE	\$737.62
04/09/2024	LOU MALNATI'S PIZZER	\$119.62
04/09/2024	USPS	\$7.32
04/09/2024	WALMART	\$27.55
04/10/2024	REPUBLIC SERVICES #5	\$660.84
04/10/2024	THE HOME DEPOT CRC	\$59.97
04/10/2024	CHAMBER CO OP INC	\$15.00
04/10/2024	AMAZON	\$11.57
04/10/2024	AMAZON	\$80.66
04/10/2024	AMAZON	\$112.76
04/10/2024	THE GREAT COURSES	\$197.72
04/10/2024	TONIES US	\$216.00
04/10/2024	RUQAYA'S BOOKSHELF	\$27.58
04/10/2024	AMAZON	\$8.99
04/10/2024	NETFLIX	\$15.49
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04/10/2024	USPS	\$11.85
04/10/2024	USPS	\$519.15
04/11/2024	VERY SMART PEOPLE LL	\$200.00
04/11/2024	SHELL OIL COMPANY	\$35.40
04/11/2024	VILLAGE OF MOUNT PRO	\$73142.55
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04/11/2024	ID LABEL, INC.	\$774.00
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04/12/2024	Payroll 2024-0412	\$148788.99
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04/12/2024	1ST METROPOLITAN TRA	\$137.00
04/12/2024	BAKER & TAYLOR, INC.	\$8258.29
04/12/2024	CRIMSON MULTIMEDIA D	\$54.02
04/12/2024	FILTER SERVICES INC	\$1171.36
04/12/2024	GALE	\$36.73

04/12/2024	INGRAM	\$738.99
04/12/2024	LAKESHORE LEARNING M	\$39.98
04/12/2024	LINKEDIN CORPORATION	\$13125.00
04/12/2024	MIDWEST TAPE	\$217.96
04/12/2024	NPN360	\$710.00
04/12/2024	OVERDRIVE, INC.	\$666.40
04/12/2024	PLAYAWAY PRODUCTS LL	\$56.69
04/12/2024	SOUND INCORPORATED	\$2497.60
04/12/2024	SUPERIOR INDUSTRIAL	\$186.90
04/12/2024	ULINE	\$105.04
04/12/2024	W. W. GRAINGER, INC.	\$590.29
04/12/2024	WAREHOUSE DIRECT	\$1257.29
04/12/2024	WEPA LIBROS LLC	\$209.69
04/12/2024	EXPERT PAY CHILD SUP	\$188.31
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04/12/2024	USPS	\$7.32
04/14/2024	AMAZON	\$36.51
04/14/2024	AMAZON	\$119.98
04/14/2024	ABE BOOKS.COM	\$32.57
04/14/2024	AMAZON	\$8.99
04/14/2024	AMAZON	\$2.99
04/14/2024	DISNEY	\$19.99
04/14/2024	DISNEY	\$19.99
04/14/2024	NETFLIX	\$15.49
04/14/2024	NETFLIX	\$15.49
04/14/2024	NETFLIX	\$15.49
04/14/2024	NETFLIX	\$15.49
04/14/2024	DOLLAR TREE	\$5.00
04/14/2024	VISTAPRINT	\$33.97
04/14/2024	AMAZON	\$89.80
04/14/2024	ILA	\$200.00
04/15/2024	ICMA RETIREMENT TRUS	\$6897.46
04/15/2024	CHASE BANK	\$23386.17
04/15/2024	MEETUP	\$89.94
04/16/2024	ANGEL STUDIOS GIFT F	\$30.98
04/16/2024	ADOBE	\$3194.61
04/16/2024	AMAZON	\$2.99
04/16/2024	DISNEY	\$19.99
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04/17/2024	AMAZON	\$2.99
04/17/2024	AMAZON	\$8.99
04/17/2024	AMAZON	\$8.99
04/17/2024	POTBELLY	\$147.35
04/18/2024	STAPLES BUSINESS ADV	\$63.51
04/18/2024	STAPLES BUSINESS ADV	\$110.53
04/18/2024	STAPLES BUSINESS ADV	\$36.24
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04/18/2024	APPLE.COM	\$1322.00
04/18/2024	AMAZON	\$78.63
04/18/2024	MANGO LANGUAGES	\$65.00

04/18/2024	ISTOCK PHOTO	\$70.00
04/18/2024	VISTAPRINT	\$233.07
04/18/2024	SAM'S CLUB	\$6.06
04/19/2024	BAKER & TAYLOR, INC.	\$5600.48
04/19/2024	GALE	\$2569.96
04/19/2024	HR SOURCE	\$4295.00
04/19/2024	INGRAM	\$1190.20
04/19/2024	JEZ LAYMAN	\$375.00
04/19/2024	KANOPY, INC.	\$803.00
04/19/2024	MIDWEST TAPE	\$5938.97
04/19/2024	NICHE ACADEMY	\$2040.00
04/19/2024	OVERDRIVE, INC.	\$756.73
04/19/2024	PLAYAWAY PRODUCTS LL	\$652.43
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04/19/2024	SUPERIOR INDUSTRIAL	\$455.00
04/19/2024	THOMAS MACINTEE	\$150.00
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04/19/2024	WAREHOUSE DIRECT	\$259.69
04/19/2024	BARNES & NOBLE	\$39.95
04/19/2024	AMAZON	\$54.16
04/21/2024	KNOWBE4, INC.	\$3899.88
04/21/2024	JIMMY JOHNS	\$83.24
04/21/2024	WALMART	\$52.43
04/21/2024	OFFICE SIGN COMPANY	\$230.00
04/21/2024	ONLINE LABELS, INC	\$134.17
04/21/2024	BBC HISTORY	\$69.99
04/21/2024	AVERY STORE	\$26.36
04/21/2024	AVERY STORE	\$27.00
04/21/2024	USPS	\$5.45
04/21/2024	MEIJER	\$29.67
04/22/2024	COMCAST BUSINESS	\$192.90
04/22/2024	KD MARKET	\$22.40
04/23/2024	PADLET SOFTWARE	\$24.00
04/23/2024	SPOTIFY	\$16.99
04/23/2024	DAILY HERALD	\$558.00
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04/23/2024	NETFLIX	\$15.49
04/23/2024	USPS	\$6.40
04/23/2024	4ALLPROMOS	\$3320.00
04/24/2024	VERIZON WIRELESS	\$433.77
04/24/2024	Ventra	\$180.00
04/24/2024	BARRONS	\$29.99
04/24/2024	MANUFACTURERS NEWS I	\$366.01
04/24/2024	CHICAGO SUN TIMES	\$397.00
04/24/2024	AMAZON	\$86.94
04/24/2024	USPS	\$7.26
04/24/2024	DOLLAR TREE	\$9.63
04/24/2024	SAM'S CLUB	\$11.95

04/25/2024	AMAZON	\$11.92
04/25/2024	WALMART	\$18.28
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04/25/2024	AMAZON	\$30.68
04/25/2024	AMAZON	\$46.98
04/25/2024	DISPLAYS2GO	\$101.05
04/25/2024	Home Goods	\$5.99
04/25/2024	AMAZON	\$85.60
04/25/2024	AMAZON	\$42.98
04/25/2024	ULINE	\$56.93
04/26/2024	Payroll 2024-0426	\$147925.30
04/26/2024	Payroll 2024-0426	\$54939.97
04/26/2024	ACCURATE EMPLOYMENT	\$376.59
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04/26/2024	AUTOMATIC DOORS, INC	\$2080.00
04/26/2024	BAKER & TAYLOR, INC.	\$7226.85
04/26/2024	BRUSKI UPHOLSTERING	\$1278.00
04/26/2024	COMPLETE TEMPERATURE	\$1183.34
04/26/2024	CRYSTAL MAINTENANCE	\$2980.00
04/26/2024	ENCYCLOPAEDIA BRITAN	\$1000.00
04/26/2024	INGRAM	\$807.50
04/26/2024	MENARDS	\$13.70
04/26/2024	MIDWEST TAPE	\$139.97
04/26/2024	NINA KOZIOL	\$250.00
04/26/2024	NORTH SHORE SIGN COM	\$390.00
04/26/2024	OVERDRIVE, INC.	\$456.96
04/26/2024	PLAYAWAY PRODUCTS LL	\$127.98
04/26/2024	REPUBLIC SERVICES #5	\$532.85
04/26/2024	SALEM PRESS, INC.	\$112.50
04/26/2024	THOMSON REUTERS - WE	\$1635.75
04/26/2024	VANGUARD ARCHIVES	\$285.00
04/26/2024	VARIETY VENDORS	\$126.00
04/26/2024	W. W. GRAINGER, INC.	\$74.80
04/26/2024	WAREHOUSE DIRECT	\$552.56
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04/26/2024	ILA	\$250.00
04/26/2024	JOE DONUT MOUNT PROS	\$85.99
04/26/2024	WALMART	\$19.99
04/26/2024	FIVE BELOW	\$61.75
04/26/2024	TrainHRLearning.com	\$195.00
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04/28/2024	AMAZON	\$73.28
04/28/2024	AMAZON	\$26.97
04/28/2024	PROMO BEARS	\$2467.02
04/28/2024	USPS	\$6.40

04/29/2024	ICMA RETIREMENT TRUS	\$6993.44
04/29/2024	AMAZON	\$38.77
04/29/2024	JOURNAL AND TOPICS	\$66.00
04/29/2024	DESIGN PICKLE LLC	\$1249.00
04/30/2024	CONSTELLATION NEW EN	\$1992.93
04/30/2024	FRIENDS OF THE MPPL	\$216.25
04/30/2024	EMPLOYEE BENEFITS CO	\$106.39
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04/30/2024	AMAZON	\$2.99
04/30/2024	AMAZON	\$2.99
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04/30/2024	AMAZON	\$2.99
04/30/2024	AMAZON	\$2.99
04/30/2024	AMAZON	\$2.99
04/30/2024	AMAZON	\$2.99
04/30/2024	AMAZON	\$2.99
04/30/2024	VISTAPRINT	\$109.37
04/30/2024	USPS	\$5.15
04/30/2024	VISTAPRINT	\$456.98
04/30/2024	SEARCH WP, LLC	\$29.40
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		\$849170.95
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Mount Prospect Public Library
Monthly Library Report for Board of Trustees

April 2024

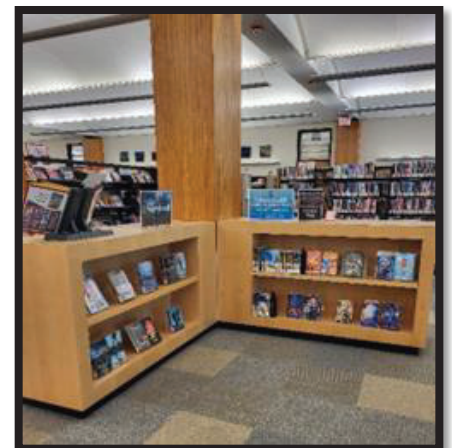
Fiction/AV/Teen

- 1) April's Teen Craft provided an opportunity for teens to use paint pens to decorate ceramic planters, and we had a healthy attendance of 14.
- 2) Amid other changes to the public floor, we relocated the display shelves near the Teen Space to create an attractive cohesive display space. This also enhances the visibility of our teen advisory binder.
- 3) Patron comments:
 - A patron called to tell us she read about the Brave Space program in the library newsletter and told us how happy she is that we offer this program for young people. She said she was very pleased to know that her tax dollars are supporting this program.
 - A woman came by the desk holding MANY of our staff-made advisory bookmarks. She let us know how much she loves them. She looks forward to browsing them each time she comes in and said that she always finds a good book when she does. "It's totally worth it!"
 - "Teen BookFix" was a hit again – a mother both emailed and stopped by to say "My son couldn't put the book down. Thank you for the recommendation." She was super grateful and left with a few more books for him.



South Branch & Community Engagement

- 1) We hosted another successful "Community Blood Drive." Versiti reported that there were 25 total units of blood donated, which has the potential to benefit 75 patients. They were very pleased that we had eight first-time donors. We will host another drive in October.
- 2) We met with a representative from the PURSUIT Community Day Program for adults 21 years and older with disabilities. We discussed ways we could collaborate to help meet their goal of providing community-based opportunities to promote life skills. The group has visited independently, but we will host a formal visit in May for a tour and library orientation and to issue library cards.



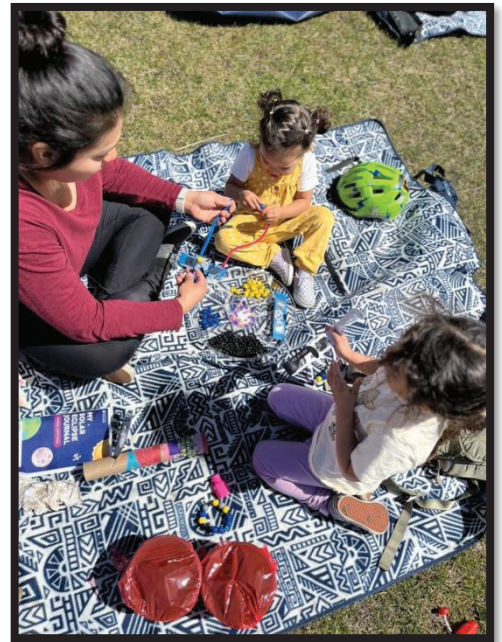
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) We created and facilitated a social-emotional learning activity at John Jay Family Night in collaboration with Youth Services staff whereby children went through a series of yoga poses and diaphragmatic breathing exercises with a Beanie Baby companion.
- 4) We hosted information tables for the Offices of the Illinois Attorney General and the Illinois State Treasurer where they shared resources and information about services they provide to our patrons. The representative from the State Treasurer's Office helped several individuals find unclaimed funds owed to them by searching through the State's I-Cash database.



Youth Services

- 1) We hosted the "Solar Eclipse Watch Party" at Pocket Park on April 8. We had 275 people come out to create bracelets and sunflowers, along with setting up blankets to watch the eclipse. This event was also covered by the local Mount Prospect paper.
- 2) "Week of the Young Child" is a week-long celebration by the National Association for the Education of Young Children (NAEYC). For that celebration, we teamed up with South Branch to attend special events and perform storytimes. We attended four events and interacted with about 760 people.
- 3) To celebrate "Día del Niño" (Children's Day in Mexico) in April, we teamed up with South Branch to host bilingual programming. At the Main Library, we had several programs, including "Lotería Night," "Bilingual Storytime Cuentos y Cantos," a concert with Alina Celeste and Mi Amigo Hamlet, and a book giveaway. We had about 220 participants in all the activities.



Circulation

- 1) Several Circulation staff visited Northbrook Public Library in April. They received a tour of the Circulation workroom, got a sneak peek of



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

the new Polaris ILS and saw first-hand how joining the CCS consortium will change our workflow.

- 2) We relocated our workroom into Meeting Room B in April in preparation for the renovation. It was a month of cleaning up, cleaning out, and learning to navigate a new, much more compact temporary workspace.
- 3) Circulation hired two new staff in April; Anthony Romanelli and Laura Hamilton joined the department this month and jumped right into the mix.

Research

- 1) Our highest attended program (60 attendees) this month was "Wills, Trusts, and Estate Planning Basics." The session was presented by a knowledgeable estate planning attorney and there were many questions.
- 2) Twenty-five patrons attended a virtual program entitled "Artificial Intelligence and Genealogy: Trouble Ahead?" This was our highest rated program for the month (average was 4.8 out of 5).
- 3) We hosted "Earth-Friendly Gardens: Sustainable Practices for Making Your Garden Greener" with 49 attendees. Sample patron comments: "Speaker was very knowledgeable and observant. She is teaching me to be more observant towards butterflies, etc. I learned to watch and wait instead of spraying with insecticide."

Registration

- 1) We handed out thousands of eclipse glasses in the weeks leading up to April 8 and answered many phone calls about glasses and programs. Between April 5 and April 8, we answered 1,148 eclipse related calls, with 700 of those calls coming in between 9 a.m. and 2 p.m. on April 8.
- 2) We got a chance to use a new feature in our event calendar (Communico) to register patrons for individual appointments for "Coin Collecting Appraisals" on May 2. We also



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

honed our skills with registering patrons for outside programs such as “The Many Lives of Kal Penn” provided by Illinois Libraries Present on May 7.

- 3) Patrick Hamann started as a Patron Services Assistant on April 18, and we are back to full staffing levels.

Human Resources & Learning

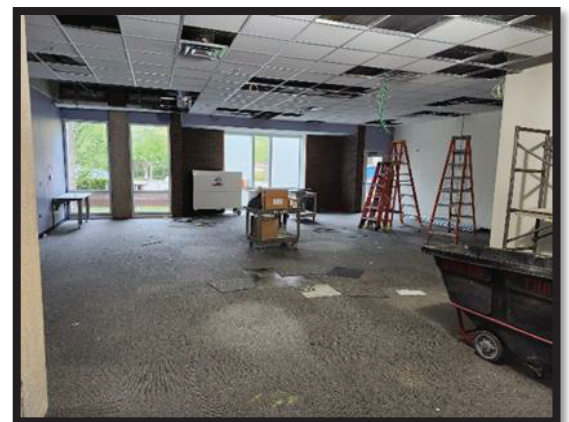
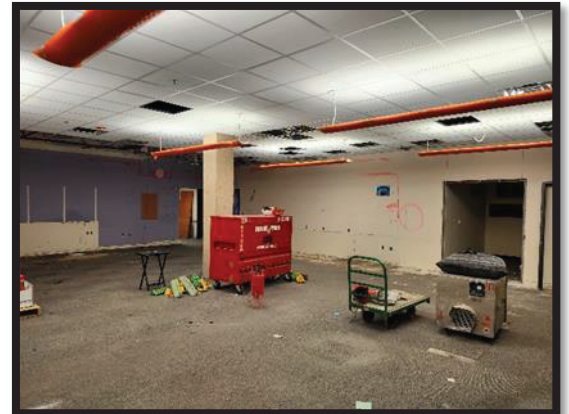
- 1) Number of open positions: 2. Computer Services Supervisor (FT), Outreach Summer Assistant (PT – Temporary)
- 2) Number of vacant positions filled: 1. Circulation Desk Assistant (PT)
- 3) Number of separations: 0
- 4) Staff anniversaries:
 - a. Anne Wilson, Youth Collection Technology Assistant, 20 years
 - b. Mary Jane Matecki, Research Assistant, 20 years
 - c. Denise Truppa, Readers’ Advisor, 15 years
- 5) Based on feedback from an applicant, we worked with our applicant tracking system provider and turned on the “preferred name” field. She was very appreciative of our inclusivity efforts and the follow-up.

Building & Security

- 1) We completed the move of all affected staff to temporary locations for the renovation project, which officially began on April 30 (see the separate update report in the packet for more details).
- 2) We completed our annual inspection for bed bugs by Canine Detection & Inspection Services. This firm uses specially trained dogs to inspect for any infestations. We are all clear once again.
- 3) As we move into the warmer weather, we completed our annual preventive HVAC maintenance work. The separate small system in our server room had developed a refrigerant leak and shut down, which we repaired.

Technical Services

- 1) On April 24 the Member Services Librarian from CCS shadowed Acquisitions staff as they created purchase orders and invoices to understand our general workflow. Afterwards, the Technical Services department met with her to discuss the different options for transitioning our Acquisitions workflow to Polaris.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) The Library of Things collection continues to garner a lot of positive feedback. A favorite comment this month came from a patron who checked out our lightweight plastic Axe Throwing Set: "I checked it out because my 8-year-old learned that it was in our collection and was so excited. I took it home last night and he spent about 45 min throwing axes in the basement and LOVED it. Then this morning, with his backpack on as he walked out the door he said, 'When I come home from school, can I throw axes again?'"

Information Technology

- 1) We completed the technology portion of setting up temporary workspaces and coordinated the moves with Technical Services, Circulation, and Registration. To support this, we also removed network connections from the network switches and marked the ports on the patch panels in the server room and data closet as dead ports.
- 2) We coordinated the removal of our old sorter (affectionately named "Regina") before the construction began.

Marketing

- 1) Our new graphic designer, Juan Mora, started in April and we are excited to have him on board.
- 2) We created and posted several signs, flyers, and bookmarks announcing the CCS updates/renovations so the public could stay informed.
- 3) We held Marketing department orientations in April and enjoyed talking to staff about all the exciting things that are happening in our department.
- 4) We met with several marketing and communications leaders in the community to help create a shared calendar of all the local events and programs in the village. This will help each entity avoid overlapping events and keep all of us informed of the great things going on in Mount Prospect.

Friends of the Mount Prospect Public Library

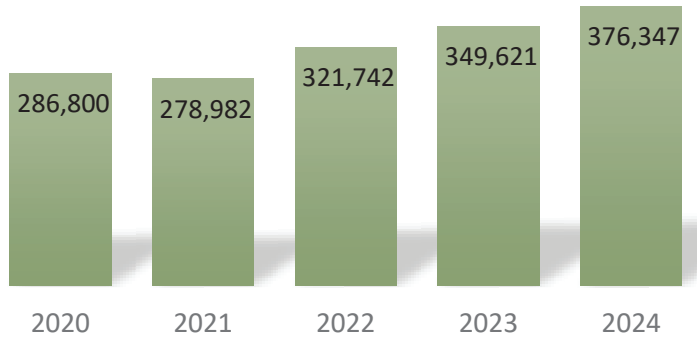
- 1) The Friends of the Library held a remarkably successful book sale on April 20 and 21, with over \$17,000 in revenue.
- 2) Friends President Pat Klawitter has taken the lead on communicating with Laura Luteri's daughter to schedule the unveiling of the memorial garden, which will occur in June or July.

Mount Prospect Public Library Foundation

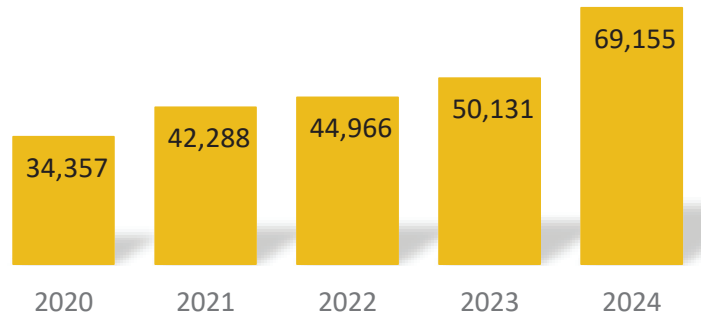
- 1) Della Ipsen has resigned from the Foundation Board.
- 2) There will be a new election of officers at the June meeting.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

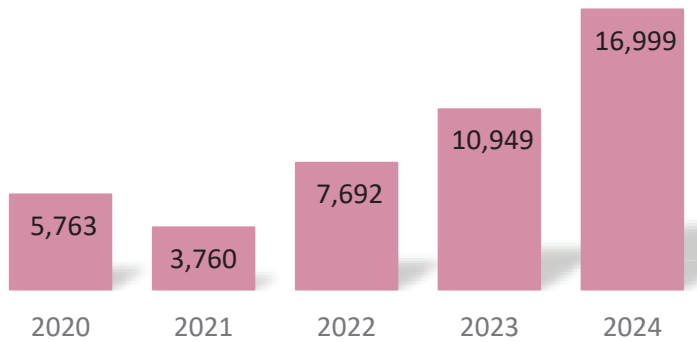
Overall Circulation YTD



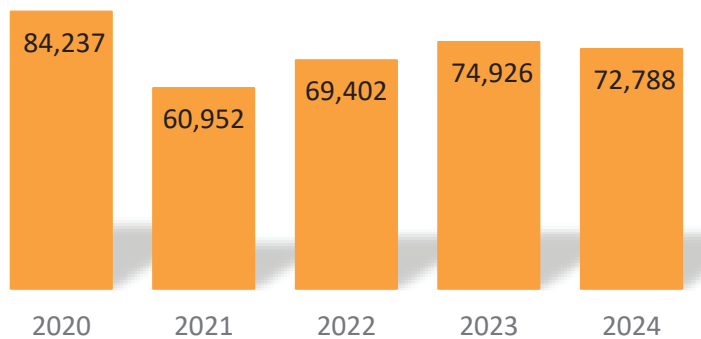
eMedia Circulation YTD



Other Circulation YTD

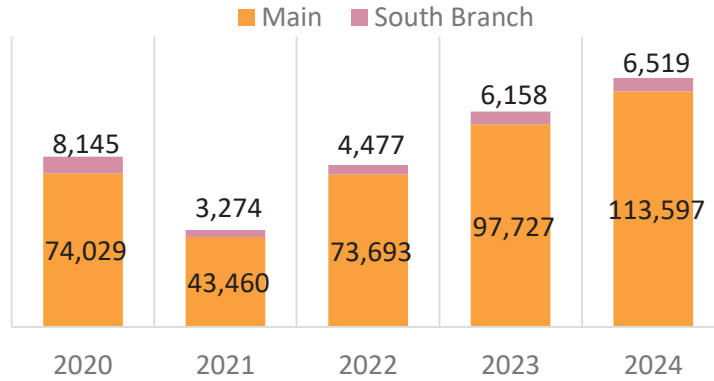


AV Circulation YTD

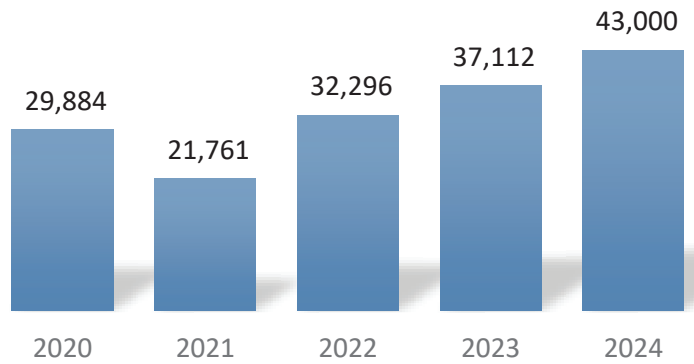


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

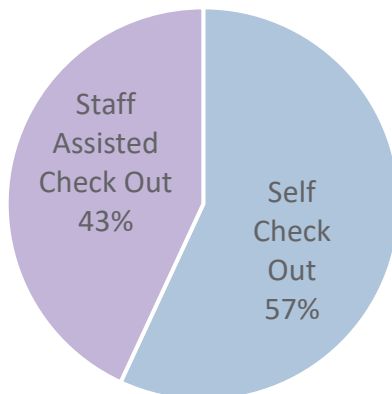
2024 Door Count - YTD



Questions Answered YTD

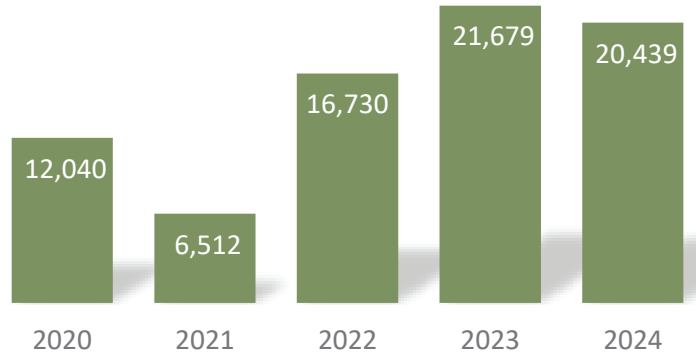


Check Out Method

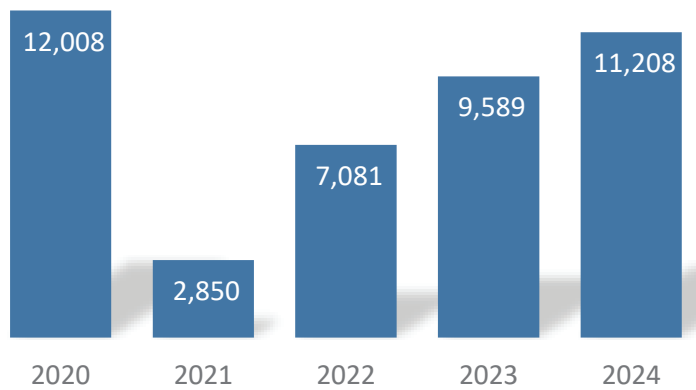


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

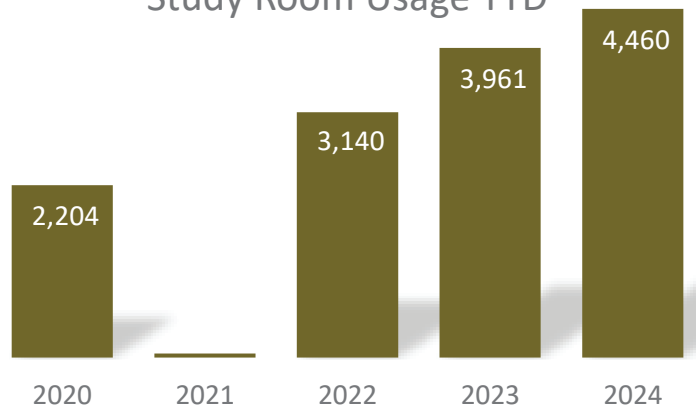
Wireless Unique Users YTD



Public Computer Hours Usage YTD

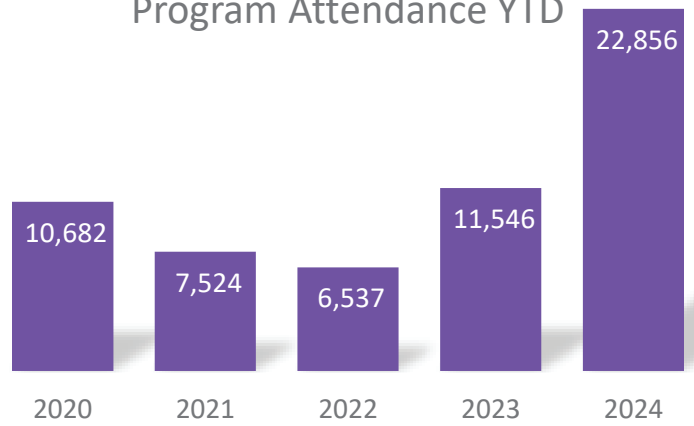


Study Room Usage YTD

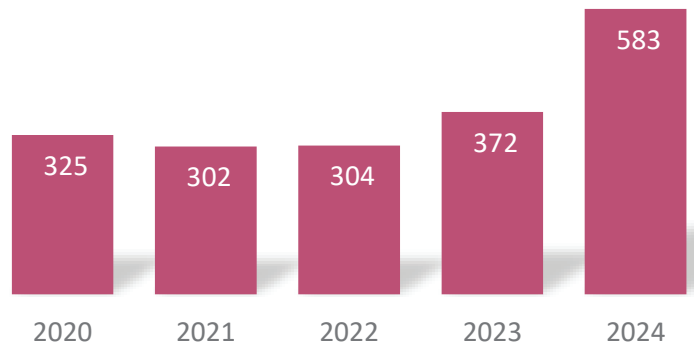


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

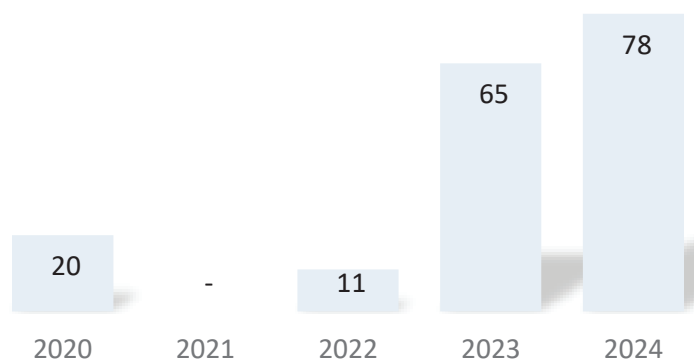
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD



CCS and Renovation Monthly Update

May 16, 2024

CCS Migration

CCS progress since last month:

1. We completed the Mapping migration phase and have submitted our Mapping worksheet to CCS staff.
2. We have started to create our learning plan and have assigned staff to attend CCS training sessions starting in July and lasting through early autumn.
3. We are currently in the Test Data Load phase. From May 13-31, Innovative Interfaces, Inc. (the CCS ILS vendor) will be loading our data into their test system. This test will inform us how long we will be offline in late September, right before going live with CCS.

CCS plans for next month:

1. MPPL will have a PowerPAC (the patron-facing side of Polaris) consultation with CCS in late May to learn about configuration and customization of the public catalog.
2. CCS staff will visit MPPL in early June for an IT consultation, where they will cover the technical aspects of the Polaris ILS software.
3. In June, staff will receive access to the CCS training database and will start using CCS online training materials to explore and begin independently learning the Polaris ILS environment.
4. We will enter the Staff Training, Data Testing, and Configuration migration phases next month, which will last through September.

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. Construction began on Tuesday, April 30.
 - a. Conex box and construction dumpster were installed outside the loading dock.
 - b. Zip barriers were installed in the lobby and across from the loading dock.
 - c. Installed temporary doors at the bottom of the staff stairwell, in the lobby, and across from the loading dock.
 - d. Demolition completed.
 - e. Installed the new water fountain with a bottle filler.
 - f. Majority of light fixtures taken down and began work to retrofit them with LED (replacing the existing fluorescent).

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

2. Removed all PA speakers and door card readers.
3. Moved a range of shelves to the lobby to use as Hold Shelves for the duration.
4. Closed the outdoor walk-up book drop.
5. Moved the three self-check stations out of the construction zone.
6. Gail Borden Library picked up cubicle components and the library cleared out the remainder of furniture and other items, including the old sorter, from the construction zones.
7. All furniture, doors, door frames and other items we will be reusing are safely stored.
8. Project Manager Jason Perkunas and President John Shales from our construction management firm, Shales McNutt attended the Staff In-Service Day on May 3 to communicate construction expectations and guidelines and answered questions.
9. We continue to be on track to come in well under the approved \$3M budget and are on track to be completed on time.
10. Began taking staff on brief tours of the construction zone after the contractors have left for the day. (We purchased a number of hardhats for staff to wear during the tours.)

Renovation plans for next month:

1. Install and configure new self-check stations (7 in total throughout the library)
2. Framing and roughing in MEP (mechanical, electrical, plumbing)
3. Drywall

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 approximately 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. E-news editions with updates focusing on “changes during construction.”
6. In library bookmarks with high level information about the projects being put into Hold books.