

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

Regular Board Meeting  
March 16, 2023 7:00 p.m.  
Meeting Room B

**AGENDA\***

**1. Call to Order**

**2. Roll Call**

**3. Public Comment**

This is 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 of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.

**4. President's Report**

**5. Consent Agenda**

- a. Minutes of Regular Board Meeting of February 16, 2023 **(5-6)**
- b. February 2023 Bills **(7)** and Financial Reports **(8-20)**
- c. Approve Library Closing on Friday, May 12, 2023, for Staff In-Service Day

**6. New Business**

- a. 2022 Year End Transfers **(21)**
  - i. Transfer the unexpended balance of 2022 proceeds (\$1,2000,000) from the Library Fund to the Capital Projects Fund backdated effective prior to the end of the 2022 calendar year.
  - ii. Close the Debt Service Fund and sweep remaining funds (\$736,364.35) to the Capital Projects Fund effective February 28, 2023.
  - iii. Transfer \$96,160 from the Working Cash Fund to the Library Fund backdated effective prior to the end of the 2022 calendar year to reduce the fund balance to the statutorily allowed maximum.
- b. Review Bylaws Section III Officers and Duties **(3)**
- c. Review Draft Master Facility Floorplan Options **(3)**

**7. Executive Director Report (3-4)**

- a. February 2023 Library Activity Report **(22-30)**
- b. Strategic Plan Update **(31)**

**8. Trustee Reports and Comments**

**9. Closed Session (32)**

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

**10. Reconvene Open Session**

Make any determinations resulting from the closed session.

**11. Upcoming Meetings and Events Calendar**

- a. No Foundation Board Meeting held in March
- b. April 6 – Committee of the Whole Meeting – Tentative
- c. April 20, 7:00 p.m. – Regular Board Meeting
  - i. First Quarter Financial Review
  - ii. MPPL/VOMP Ground Lease
- d. April 24 – Foundation Board Meeting – Open

**12. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report**  
**March 16, 2023**

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. **2022 Year End Transfers.** This is agenda item 6a. See the memo in the packet for explanation and information on the three recommended transfers for 2022.
3. **Review Bylaws Section III Officers and Duties.** This is agenda item number 6b. Each May the Board holds officer elections to determine the offices of President, Vice President, Treasurer, and Secretary. In advance of the elections, the Board can review the section of our Bylaws that refer to the elections to see if any changes are desired.

Section III Officers and Duties, Item B: "The first action taken at the regular May meeting of the Board of Library Trustees shall be the election of a President, Vice President, Secretary, and Treasurer. Each Officer shall be elected to serve a one-year term ending on the first Monday of the month following the applicable regular election or until their successors are duly elected by the Board. An officer may not ordinarily be elected to succeed themselves more than once, but officers may be elected to a third successive term with five affirmative votes of Board members."

4. **Review Draft Master Facility Floorplan Options.** This is agenda item 6c. At the meeting I will walk Trustees through the draft floorplan options as part of our Master Facility Plan. Staff have already reviewed the first drafts of these plans and provided the architects with requests and comments. There were three original first drafts; and with this second iteration we have narrowed it down to two.

After the second round of reviews by the Board and staff, we will make final change requests to the architects. The Board will be asked to pre-approve the plans so that we can send them off to be priced. Once the costs are received, we will make final decisions on what to include and eventually get down to one single plan. Once we have the final plan with pricing, we will identify the implementation timeline and funding.

Concurrent to the floorplan process, our financial advisor will work with us, so we have an understanding of how big of a project we are comfortable with, and our funding options.

5. **Closed Session – Review of Previously Closed Minutes.** This is agenda item number 9. See the memo in the packet for details regarding the review of previously closed minutes and recordings.

Mount Prospect Public Library  
Board of Trustees

6. **Committee of the Whole Meetings.** We are thinking ahead about Committee of the Whole meetings for 2023, and there are a couple that we know about in advance.
  - a. June 1: New trustee orientation. Typically required is the president and any new trustee, but all are welcome.
  - b. September 7: Finance Committee to review the draft budget and levy. The Finance Committee members are required, but all are welcome.
7. **Illinois Paid Leave For All Workers Act.** This Act was passed by the state legislature on January 10, 2023 and is headed to Governor Pritzker for signature (he is expected to sign the Act).

“Every employee in Illinois will be entitled to earn and use up to 40 hours (5 days) of paid leave during a 12-month period which they can take without penalty. Employees will accrue 1 hour for every 40 hours of work. Thus, part-time employees will be able to earn paid leave on a pro-rated basis.”

Currently our Full Time and Regular Part Time (20+ hrs/week) employees receive paid time off benefits. Our General Part Time (<20 hrs/week, 43 employees) do not receive any paid time off and would be eligible under the Act. Staff are working to understand the new law and be prepared to implement by January 1, 2024. This will require changes to our Personnel Policy.

8. **Decennial Committees on Local Government Efficiency Act.** This is informational in case anyone has been following this new legislation. The Decennial Committees Act became effective in June of 2022, and says that before June 9, 2023, units of local government “must form a committee to study local efficiencies and report recommendations regarding efficiencies and increase accountability to the county board.” The Act applies to “units of local government that may levy any tax, except municipalities and counties.”

This Act definitely applies to District libraries, but not City and Village libraries (MPPL is a Village library). Our legal firm (Peregrine, Stime, Newman, Ritzman & Bruckner) has issued a written opinion that as a Village library, we do not have authority to levy taxes, and therefore the Act does not apply to us.

**Regular Board Meeting  
February 16, 2023  
Minutes**

1. Call to Order

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

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Kristine O'Sullivan

Absent: Sylvia Haas

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

Visitors: Eric Bertolozzi, Friends of the Mount Prospect Public Library  
Mary Anne Benden

3. Public Comment

There was no public comment.

4. President's Report

No report.

5. Resolution of Appreciation – Mount Prospect Public Library Foundation

Michael Duebner read aloud the Resolution of Appreciation for the Mount Prospect Public Library Foundation.

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

Michael Duebner read aloud the Resolution of Appreciation for the Friends of the Mount Prospect Public Library.

On behalf of the Library Board, Michael Duebner thanked Vice President Eric Bertolozzi and the Friends of the Mount Prospect Public Library for their continued work and support of the library.

7. Consent Agenda

- a. Minutes of Regular Board Meeting of January 19, 2023
- b. January 2023 Bills and Financial Reports
- c. Resolution of Appreciation Mount Prospect Public Library Foundation
- d. Resolution of Appreciation Friends of the Mount Prospect Public Library
- e. 2023 Non-Resident Card Fee of \$470.00
- f. 2022 Illinois Public Library Annual Report (IPLAR)

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

8. New Business

None.

9. Executive Director Report

Executive Director Su Reynders reported that the Board will review floor plan options for the Master Facility Plan project at the March 16 Regular Board meeting.

10. Trustee Reports and Comments

Rosemary Groenwald attended the Foundation Board meeting on January 23 and reported that Priscilla Maniscalco has resigned from the Foundation Board. Also, Trustee Groenwald reported the Foundation will host the Mini Golf event on March 11.

11. Upcoming Meetings and Events Calendar

- a. February 27 – Foundation Board Meeting – Michael Duebner
- b. March 2 – Committee of the Whole Meeting – Cancelled
- c. March 16, 7:00 p.m. – Regular Board Meeting
  - i. Review closed session minutes and recordings
- d. No Foundation Board Meeting held in March

Michael Duebner volunteered to attend the February 27 Foundation Board meeting.

12. Adjournment

Motion was made by Trustee Bass and seconded by Trustee Duebner to adjourn the Regular Board meeting at 7:27 p.m. Voice vote carried.

---

Kristine O'Sullivan, Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of February 28, 2023

Library General Fund	4,941,650.95
Working Cash Fund	2,212,206.26
Capital Projects Restricted Fund	3,900,942.39
Debt Service Fund	736,364.35
Gift Fund	570,627.65
<b>Total All Funds</b>	<b>12,361,791.60</b>

#### Disbursements February 2023

<b>\$</b>	<b>691,862.34</b>
-----------	-------------------

#### Financial Summary

##### Fund Balances

Combined Balance Library & Working Cash Funds	\$	7,153,857
Annual Operating Budget 2023	\$	10,143,700
Combined Balance - Months in Reserve		8.5
Combined Balance - Percentage in Reserve		71%

##### YTD February Spending

- \* We're on target with spending and our YTD percentage expended is 15.5%
- \* Last year at this time, we had expended about 17.2%

##### Levy Collection

- \* The \$2,634,620 collected in February is for the 2021 Levy and will be moved to our 2021 revenues.
- \* To date 98.44% of the total 2021 Levy has been collected
- \* We expect to see 2022 Levy collections by the end of Q1 2023

# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 02/28/2023

	Working Cash		Capital Project		Debt Service		
	Library Fund	Fund	Fund	Fund	Fund	Gift Fund	Total Funds
<b>Revenues</b>							
Property Taxes	\$64,390.24	\$0.00	\$0.00	\$7,126.23	\$0.00		\$71,516.47
Interest Income	\$26,529.14	\$0.00	\$13,819.44	\$2,205.79	\$0.00		\$42,554.37
Miscellaneous Fees	\$2,663.90	\$0.00	\$0.00	\$0.00	\$0.00		\$2,663.90
Friends Reimbursement	\$127.45	\$0.00	\$0.00	\$0.00	\$0.00		\$127.45
Foundation Reimbursement	\$379.00	\$0.00	\$0.00	\$0.00	\$0.00		\$379.00
Miscellaneous Income	\$68,272.97	\$0.00	\$0.00	\$0.00	\$395.32		\$68,668.29
<b>Total Revenues</b>	<b>\$162,362.70</b>	<b>\$0.00</b>	<b>\$13,819.44</b>	<b>\$9,332.02</b>	<b>\$395.32</b>		<b>\$185,909.48</b>
<b>Expenses</b>							
Salaries & Benefits	\$529,328.95	\$0.00	\$0.00	\$0.00	\$0.00		\$529,328.95
Management Expense	\$25,873.97	\$0.00	\$0.00	\$0.00	\$0.00		\$25,873.97
Operating Expense	\$28,149.06	\$0.00	\$0.00	\$0.00	\$0.00		\$28,149.06
Building Expense	\$91,896.87	\$0.00	\$160,000.00	\$0.00	\$0.00		\$251,896.87
Library Materials	\$80,531.56	\$0.00	\$0.00	\$0.00	\$0.00		\$80,531.56
Reimbursable Expense	\$467.62	\$0.00	\$0.00	\$0.00	\$0.00		\$467.62
<b>Total Expenses</b>	<b>\$756,248.03</b>	<b>\$0.00</b>	<b>\$160,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$916,248.03</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$5,535,536.28</b>	<b>\$2,212,206.26</b>	<b>\$4,047,122.95</b>	<b>\$727,032.33</b>	<b>\$570,232.33</b>		<b>\$13,092,130.15</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$593,885.33)</b>	<b>\$0.00</b>	<b>(\$146,180.56)</b>	<b>\$9,332.02</b>	<b>\$395.32</b>		<b>(\$730,338.55)</b>
<b>ENDING FUND BALANCE</b>	<b>\$4,941,650.95</b>	<b>\$2,212,206.26</b>	<b>\$3,900,942.39</b>	<b>\$736,364.35</b>	<b>\$570,627.65</b>		<b>\$12,361,791.60</b>



Mount Prospect Public Library  
Revenue Report

For the Period Ended 02/28/2023

	M.T.D.		Y.T.D. Receipts		Budgeted Receipts		Uncollected Receipts		Percent	
	Receipts								Collected	Uncollected
<b><u>Library Fund</u></b>										
Property Taxes	\$64,390.24	\$2,316,853.66	\$10,687,240.00	\$8,370,386.34					21.68%	78.32%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,856.00	\$83,856.00					0.00%	100.00%
Interest Income	\$26,529.14	\$36,834.25	\$0.00	(\$36,834.25)					0.00%	0.00%
Fees	\$2,619.90	\$4,981.01	\$12,700.00	\$7,718.99					39.22%	60.78%
For Sale Items	\$44.00	\$86.00	\$200.00	\$114.00					43.00%	57.00%
Miscellaneous Income	\$68,272.97	\$77,333.78	\$0.00	(\$77,333.78)					0.00%	0.00%
Friends Reimbursement	\$127.45	\$127.45	\$34,200.00	\$34,072.55					0.37%	99.63%
Foundation Reimbursement	\$379.00	\$379.00	\$9,675.00	\$9,296.00					3.92%	96.08%
Village Reimbursement	\$0.00	\$0.00	\$1,750.00	\$1,750.00					0.00%	100.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00					0.00%	0.00%
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00					0.00%	0.00%
Total Library Fund	\$162,362.70	\$2,436,595.15	\$10,829,621.00	\$8,393,025.85					22.50%	77.50%

**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	\$13,819.44	\$28,171.12	\$0.00	(\$28,171.12)					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	\$600,000.00	\$600,000.00					0.00%	100.00%
Total Capital Projects Fund	\$13,819.44	\$28,171.12	\$600,000.00	\$571,828.88					4.70%	95.30%

**Debt Service Fund**

Property Taxes	\$7,126.23	\$355,412.59	\$0.00	(\$355,412.59)					0.00%	0.00%
Interest Income	\$2,205.79	\$3,558.02	\$0.00	(\$3,558.02)					0.00%	0.00%
Total Debt Service Fund	\$9,332.02	\$358,970.61	\$0.00	(\$358,970.61)					0.00%	0.00%

Mount Prospect Public Library  
Revenue Report

For the Period Ended 02/28/2023

	M.T.D.		Budgeted		Uncollected		Percent	
	Receipts	Y.T.D. Receipts	Receipts	Receipts	Receipts	Receipts	Collected	Uncollected
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$395.32	\$627.13	\$5,000.00	\$4,372.87	\$4,372.87	\$4,372.87	12.54%	87.46%
Donations	\$0.00	\$1,500.00	\$0.00	(\$1,500.00)	(\$1,500.00)	(\$1,500.00)	0.00%	0.00%
Total Gift Fund	\$395.32	\$2,127.13	\$5,000.00	\$2,872.87	\$2,872.87	\$2,872.87	42.54%	57.46%

Gift Fund

Mount Prospect Public Library  
Expense Report  
For the Period Ended 02/28/2023

	M.T.D.		Annual Budget	Budget		Percent	
	Expended	Y.T.D. Expended		Remaining	Expended	Remaining	
Library Fund							
Salaries & Benefits							
Salaries	\$412,805.60	\$871,485.05	\$5,840,000.00	\$4,968,514.95	14.92%		85.08%
IMRF	\$23,772.82	\$50,991.53	\$335,000.00	\$284,008.47	15.22%		84.78%
MC/FICA	\$29,505.71	\$62,417.09	\$447,000.00	\$384,582.91	13.96%		86.04%
Medical Insurance	\$61,423.14	\$119,761.91	\$820,000.00	\$700,238.09	14.61%		85.39%
Life Insurance	\$154.95	\$305.00	\$3,000.00	\$2,695.00	10.17%		89.83%
Unemployment Compensation Tax	\$1,666.73	\$1,666.73	\$23,000.00	\$21,333.27	7.25%		92.75%
Total Salaries & Benefits	\$529,328.95	\$1,106,627.31	\$7,468,000.00	\$6,361,372.69	14.82%		85.18%
Management Expenses							
Audit	\$0.00	\$0.00	\$5,400.00	\$5,400.00	0.00%		100.00%
Legal Fees	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.00%		100.00%
Printing	\$8,350.00	\$17,416.80	\$121,000.00	\$103,583.20	14.39%		85.61%
Marketing	\$4,795.62	\$9,022.34	\$58,000.00	\$48,977.66	15.56%		84.44%
Professional Dues	\$1,206.00	\$5,505.00	\$17,500.00	\$11,995.00	31.46%		68.54%
Board Development	\$55.00	\$55.00	\$7,500.00	\$7,445.00	0.73%		99.27%
Human Resources	\$7,354.43	\$29,344.44	\$158,400.00	\$129,055.56	18.53%		81.47%
Other Operating	\$4,112.92	\$14,702.59	\$54,900.00	\$40,197.41	26.78%		73.22%
Total Management Expenses	\$25,873.97	\$76,046.17	\$427,700.00	\$351,653.83	17.78%		82.22%
Operating Expenses							
Telecommunications	\$1,520.73	\$3,809.53	\$35,550.00	\$31,740.47	10.72%		89.28%
Insurance	\$0.00	\$85,708.51	\$122,000.00	\$36,291.49	70.25%		29.75%
Office Supplies	\$664.15	\$3,249.56	\$27,350.00	\$24,100.44	11.88%		88.12%
Library Supplies	\$677.32	\$3,383.39	\$20,800.00	\$17,416.61	16.27%		83.73%
Postage	\$3,657.79	\$4,339.44	\$31,700.00	\$27,360.56	13.69%		86.31%
Contract Services	\$0.00	\$15,465.72	\$49,000.00	\$33,534.28	31.56%		68.44%
Software	\$21,629.07	\$44,874.05	\$174,500.00	\$129,625.95	25.72%		74.28%
Total Operating Expenses	\$28,149.06	\$160,830.20	\$460,900.00	\$300,069.80	34.89%		65.11%

Mount Prospect Public Library  
Expense Report

For the Period Ended 02/28/2023

	M.T.D.		Annual Budget	Budget		Percent	
	Expended	Y.T.D. Expended		Remaining	Expended	Remaining	
Building Expenses							
Building Maintenance	\$8,163.17	\$15,160.01	\$132,200.00	\$117,039.99	11.47%	88.53%	
Hardware & System Maintenance	\$65,273.39	\$72,882.49	\$142,700.00	\$69,817.51	51.07%	48.93%	
Janitorial	\$4,177.68	\$9,865.68	\$69,900.00	\$60,034.32	14.11%	85.89%	
Equipment	\$7,443.55	\$8,790.43	\$177,500.00	\$168,709.57	4.95%	95.05%	
Utilities	\$6,839.08	\$14,813.96	\$77,000.00	\$62,186.04	19.24%	80.76%	
Total Building Expenses	\$91,896.87	\$121,512.57	\$599,300.00	\$477,787.43	20.28%	79.72%	
Services and Resources							
Adult Print	\$12,110.77	\$24,645.98	\$226,900.00	\$202,254.02	10.86%	89.14%	
Adult AV	\$4,353.61	\$6,248.11	\$63,500.00	\$57,251.89	9.84%	90.16%	
Youth Print	\$7,557.33	\$17,741.79	\$151,400.00	\$133,658.21	11.72%	88.28%	
Youth AV	\$2,922.03	\$4,212.12	\$34,300.00	\$30,087.88	12.28%	87.72%	
Magazines	\$1,284.71	\$2,601.53	\$19,300.00	\$16,698.47	13.48%	86.52%	
Electronic Resources	\$17,779.87	\$72,913.39	\$181,200.00	\$108,286.61	40.24%	59.76%	
Digital Media	\$26,574.65	\$40,869.52	\$303,800.00	\$262,930.48	13.45%	86.55%	
E-Learning	\$0.00	\$20,396.83	\$48,000.00	\$27,603.17	42.49%	57.51%	
Library of Things	\$2,195.91	\$4,008.12	\$50,000.00	\$45,991.88	8.02%	91.98%	
Microform	\$0.00	\$0.00	\$700.00	\$700.00	0.00%	100.00%	
Processing Supplies	\$4,500.17	\$6,670.61	\$26,400.00	\$19,729.39	25.27%	74.73%	
Programs	\$1,252.51	\$3,722.76	\$82,300.00	\$78,577.24	4.52%	95.48%	
Total Services and Resources	\$80,531.56	\$204,030.76	\$1,187,800.00	\$983,769.24	17.18%	82.82%	
Transfers							
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%	
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%	

Mount Prospect Public Library  
Expense Report

For the Period Ended 02/28/2023

	M.T.D.		Annual Budget		Budget		Percent	
	Expended	Y.T.D. Expended	Annual Budget	Remaining	Remaining	Expended	Remaining	Percent
Sponsored Expenses								
Foundation Expenses	\$227.98	\$552.98	\$9,675.00	\$9,122.02		5.72%		94.28%
Friends Expenses	\$239.64	\$367.09	\$34,200.00	\$33,832.91		1.07%		98.93%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00		0.00%		0.00%
VOMP Expenses	\$0.00	\$0.00	\$1,750.00	\$1,750.00		0.00%		100.00%
Total Sponsored Expenses	\$467.62	\$920.07	\$45,625.00	\$44,704.93		2.02%		97.98%
Total Library Fund	\$756,248.03	\$1,669,967.08	\$10,789,325.00	\$9,119,357.92		15.48%		84.52%

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	\$160,000.00	\$160,000.00	\$240,000.00	\$80,000.00	66.67%		33.33%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		0.00%
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		\$160,000.00	\$160,000.00	\$240,000.00	\$80,000.00	66.67%		33.33%

Debt Service Fund

500-6120-99	Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		0.00%
500-6130-99	Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		0.00%
500-6180-99	Principal payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		0.00%
500-6181-99	Principal Payment LT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%		0.00%
Total Debt Service		\$0.00	\$0.00	\$0.00	\$0.00	0.00%		0.00%

Mount Prospect Public Library  
Expense Report

For the Period Ended 02/28/2023

	M.T.D.		Annual Budget	Budget		Percent	
	Expended	Y.T.D. Expended		Remaining	Expended	Remaining	Percent Remaining
<b><u>Gift Fund</u></b>							
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.00%	100.00%	
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
300-7070-99 Art	\$0.00	\$4,400.00	\$0.00	(\$4,400.00)	0.00%	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$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%	0.00%
300-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Total Gift Fund	\$0.00	\$4,400.00	\$50,000.00	\$45,600.00	8.80%	91.20%	

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

### For the Period Ended 02/28/2023

Date	Source	Amount
02/01/2023	Payroll 2023-217	\$139819.88
02/01/2023	Payroll 2023-217	\$53135.10
02/02/2023	AFLAC	\$266.81
02/03/2023	ARTHUR J. GALLAGHER	\$11438.00
02/03/2023	BAKER & TAYLOR, INC.	\$6697.92
02/03/2023	BRUSKI UPHOLSTERING	\$600.00
02/03/2023	CONSUMER LAB.COM, LL	\$772.50
02/03/2023	GALE	\$13131.19
02/03/2023	INGRAM	\$563.53
02/03/2023	LIBRARIES OF ILLINOI	\$74270.51
02/03/2023	LIGHTING SUPPLY COMP	\$27.99
02/03/2023	MENARDS	\$13.44
02/03/2023	NERADT ACE HARDWARE	\$7.36
02/03/2023	OVERDRIVE, INC.	\$264.43
02/03/2023	PLASTIC LETTER & SIG	\$320.00
02/03/2023	RAINBOW SIGNS INC	\$2895.00
02/03/2023	SUPERIOR INDUSTRIAL	\$199.10
02/03/2023	TECHNOLOGY MANAGEMEN	\$785.60
02/03/2023	TOWN SQUARE PUBLICAT	\$495.00
02/03/2023	VILLAGE OF MOUNT PRO	\$16185.09
02/03/2023	WAREHOUSE DIRECT	\$1804.73
02/03/2023	WILLIAM PACK	\$250.00
02/03/2023	WSGS MEMBERSHIP	\$30.00
02/03/2023	ICMA RETIREMENT TRUS	\$6992.12
02/03/2023	EXPERT PAY CHILD SUP	\$188.31
02/03/2023	Payroll 2023-203	\$142209.42
02/03/2023	Payroll 2023-203	\$54835.83
02/03/2023	2023-0203 Sales Tax Payment	\$39.61
02/03/2023	EMPLOYEE BENEFITS CO	\$1488.09
02/06/2023	STAPLES BUSINESS ADV	\$794.08
02/06/2023	VILLAGE OF MOUNT PRO	\$857.40
02/06/2023	AT&T ACH	\$209.82
02/07/2023	CONSTELLATION NEW EN	\$6534.84
02/07/2023	GUARDIAN	\$3270.39
02/09/2023	REPUBLIC SERVICES #5	\$303.49
02/09/2023	SHELL OIL COMPANY	\$53.02
02/10/2023	AT&T ACH	\$724.41
02/10/2023	BACKSTAGE LIBRARY WO	\$250.00
02/10/2023	BAKER & TAYLOR, INC.	\$5785.36
02/10/2023	CINTAS #22	\$75.51
02/10/2023	CRIMSON MULTIMEDIA D	\$708.42

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

### For the Period Ended 02/28/2023

Date	Source	Amount
02/10/2023	DEMCO	\$623.00
02/10/2023	PLAYAWAY PRODUCTS LL	\$272.45
02/10/2023	INGRAM	\$463.55
02/10/2023	KAWAMOTO INC	\$250.00
02/10/2023	LIBRARIES FIRST	\$720.00
02/10/2023	LIBRARY IDEAS, LLC	\$153.20
02/10/2023	MENARDS	\$30.93
02/10/2023	MIDWEST TAPE	\$21.59
02/10/2023	OVERDRIVE, INC.	\$6471.29
02/10/2023	TECHNOLOGY MANAGEMEN	\$497.00
02/10/2023	THE KOREA DAILY	\$300.00
02/10/2023	THERMAL PAPER DIRECT	\$561.39
02/10/2023	W. W. GRAINGER, INC.	\$439.85
02/10/2023	WAREHOUSE DIRECT	\$363.58
02/13/2023	STAPLES BUSINESS ADV	\$751.64
02/13/2023	LIMRICC UNEMPLOYMENT	\$1666.73
02/13/2023	CHASE BANK	\$21095.19
02/13/2023	POSTMASTER	\$2348.74
02/14/2023	EMPLOYEE BENEFITS CO	\$1488.09
02/17/2023	BAKER & TAYLOR, INC.	\$4168.15
02/17/2023	CLARENCE GOODMAN	\$278.00
02/17/2023	EBSCO INFORMATION SE	\$10875.00
02/17/2023	PLAYAWAY PRODUCTS LL	\$127.48
02/17/2023	ILLINOIS LIBRARY ASS	\$500.00
02/17/2023	INGRAM	\$359.93
02/17/2023	LIGHTING SUPPLY COMP	\$296.93
02/17/2023	MENARDS	\$35.40
02/17/2023	MIDWEST TAPE	\$68.48
02/17/2023	OLD TOWN SCHOOL OF F	\$325.00
02/17/2023	OVERDRIVE, INC.	\$573.31
02/17/2023	PRODUCT LLC	\$10000.00
02/17/2023	SUPERIOR INDUSTRIAL	\$323.00
02/17/2023	THE TEACHING COMPANY	\$159.80
02/17/2023	UNITED PARCEL SERVIC	\$600.00
02/17/2023	W. W. GRAINGER, INC.	\$65.82
02/17/2023	ICMA RETIREMENT TRUS	\$6986.30
02/17/2023	EXPERT PAY CHILD SUP	\$188.31
02/18/2023	COMCAST BUSINESS	\$189.90
02/20/2023	VERIZON WIRELESS	\$379.07
02/23/2023	JAMES P. ROWAN	\$150.00
02/24/2023	ACCURATE EMPLOYMENT	\$245.92
02/24/2023	AMAZON	\$5883.42



# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

### For the Period Ended 02/28/2023

Date	Source	Amount
02/24/2023	AMERICAN LANDSCAPING	\$850.00
02/24/2023	BAKER & TAYLOR, INC.	\$5137.52
02/24/2023	BANNERVILLE USA	\$105.00
02/24/2023	CINTAS #22	\$75.51
02/24/2023	COMPUTYPE, INC.	\$819.65
02/24/2023	CRYSTAL MANAGEMENT &	\$2980.00
02/24/2023	DEMCO	\$115.43
02/24/2023	EBSCO RECEPTION ROOM	\$159.94
02/24/2023	PLAYAWAY PRODUCTS LL	\$352.69
02/24/2023	GALE	\$4110.02
02/24/2023	INGRAM	\$28.35
02/24/2023	KANOPY, INC.	\$709.00
02/24/2023	MENARDS	\$13.98
02/24/2023	MIDWEST TAPE	\$4612.53
02/24/2023	PROQUEST INFORMATION	\$14189.28
02/24/2023	SEEDLINGS BRAILLE BO	\$45.00
02/24/2023	THOMSON REUTERS	\$1541.85
02/24/2023	TODAY'S BUSINESS SOL	\$146.76
02/24/2023	VARIETY VENDORS	\$114.00
02/24/2023	WAREHOUSE DIRECT	\$147.01
02/24/2023	WORLD ARCHIVES	\$1253.00
02/27/2023	CONSTELLATION NEW EN	\$5831.56
02/28/2023	FRIENDS OF THE MPPL	\$81.50
02/28/2023	EMPLOYEE BENEFITS CO	\$111.26
02/01/2023	ONLINE LABELS, INC	\$169.12
02/01/2023	AURORA TRAINING ADVA	\$199.00
02/01/2023	AMERICAN LIBRARY ASS	\$205.00
02/02/2023	KD MARKET	\$22.40
02/02/2023	AMAZON	\$14.99
02/02/2023	AMAZON	\$8.99
02/02/2023	AMAZON	\$8.99
02/02/2023	AMAZON	\$19.99
02/03/2023	TARGET	\$15.98
02/03/2023	AMAZON	\$8.99
02/03/2023	OFFICE DEPOT	\$7.59
02/03/2023	USPS	\$19.30
02/03/2023	OCULUS	\$11.94
02/03/2023	OCULUS	\$19.91
02/03/2023	OCULUS	\$31.86
02/05/2023	NETFLIX	\$19.99
02/05/2023	DISNEY	\$14.99
02/05/2023	DISNEY	\$14.99

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

### For the Period Ended 02/28/2023

Date	Source	Amount
02/05/2023	AMAZON	\$8.99
02/05/2023	AMAZON	\$8.99
02/05/2023	FEDEX	\$31.05
02/05/2023	NETFLIX	\$19.99
02/05/2023	DISNEY	\$14.99
02/05/2023	DISNEY	\$14.99
02/05/2023	AMAZON	\$8.99
02/05/2023	AMAZON	\$8.99
02/05/2023	NETFLIX	\$19.99
02/05/2023	DISNEY	\$14.99
02/05/2023	DISNEY	\$14.99
02/05/2023	AMAZON	\$8.99
02/05/2023	NETFLIX	\$19.99
02/05/2023	DISNEY	\$14.99
02/05/2023	NETFLIX	\$19.99
02/05/2023	DISNEY	\$14.99
02/05/2023	DISNEY	\$14.99
02/05/2023	AMAZON	\$8.99
02/05/2023	AMAZON	\$8.99
02/05/2023	DUNKIN DONUTS	\$24.45
02/05/2023	MICROSOFT	\$6.60
02/05/2023	AMAZON	\$16.99
02/05/2023	AMAZON	\$29.98
02/05/2023	OCULUS	\$19.91
02/05/2023	OCULUS	\$11.94
02/05/2023	OCULUS	\$31.86
02/05/2023	OCULUS	\$19.91
02/05/2023	OCULUS	\$11.94
02/05/2023	OCULUS	\$31.86
02/05/2023	SQUARESPACE, INC.	\$20.00
02/06/2023	DISNEY	\$14.99
02/06/2023	WHOLE FOODS	\$26.33
02/07/2023	DISCOVERY PLUS	\$4.99
02/07/2023	DISCOVERY PLUS	\$4.99
02/07/2023	AMAZON	\$9.09
02/07/2023	NETFLIX	\$19.99
02/07/2023	DISCOVERY PLUS	\$4.99
02/07/2023	NETFLIX	\$19.99
02/07/2023	DISCOVERY PLUS	\$4.99
02/07/2023	NETFLIX	\$19.99
02/07/2023	DISCOVERY PLUS	\$4.99

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

### For the Period Ended 02/28/2023

Date	Source	Amount
02/08/2023	DISCOVERY PLUS	\$4.99
02/08/2023	DISCOVERY PLUS	\$4.99
02/08/2023	AMAZON	\$222.66
02/08/2023	DISCOVERY PLUS	\$4.99
02/08/2023	DISCOVERY PLUS	\$4.99
02/08/2023	DISCOVERY PLUS	\$4.99
02/08/2023	USPS	\$9.65
02/08/2023	IN-FISHERMAN	\$14.00
02/08/2023	GODADDY.COM, INC.	\$455.94
02/08/2023	AMAZON	\$9.88
02/08/2023	AMAZON	\$22.95
02/08/2023	AMAZON	\$13.75
02/09/2023	AMAZON	\$21.47
02/09/2023	AMAZON	\$577.10
02/09/2023	AMERICAN LIBRARY ASS	\$94.80
02/09/2023	WALL STREET JOURNAL	\$54.99
02/10/2023	DISCOVERY PLUS	\$4.99
02/10/2023	TARGET	\$14.85
02/10/2023	CATSTER	\$19.99
02/10/2023	SOFTWARE PIN	\$1897.86
02/10/2023	LIBRARYWORKS INC	\$49.00
02/12/2023	HR SOURCE	\$1025.00
02/12/2023	AMERICAN LIBRARY ASS	\$308.10
02/12/2023	AMAZON	\$23.29
02/12/2023	CHICAGO TRIBUNE	\$231.92
02/12/2023	TARGET	\$30.96
02/13/2023	NETFLIX	\$19.99
02/13/2023	NETFLIX	\$19.99
02/13/2023	NETFLIX	\$19.99
02/14/2023	AMAZON	\$499.00
02/14/2023	WALMART	\$35.20
02/14/2023	DISNEY	\$19.99
02/15/2023	USPS	\$28.95
02/15/2023	BARNES & NOBLE	\$59.39
02/15/2023	WALL STREET JOURNAL	\$149.97
02/16/2023	AMERICAN LIBRARY ASS	\$265.00
02/16/2023	AMAZON	\$151.23
02/16/2023	AMAZON	\$149.66
02/16/2023	AQUENT LLC	\$455.00
02/16/2023	DRI VMware	\$6142.31
02/19/2023	AMAZON	\$29.89
02/19/2023	INFORMATION TODAY	\$99.95

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

### For the Period Ended 02/28/2023

Date	Source	Amount
02/19/2023	AMERICAN HISTORY	\$29.95
02/20/2023	SQUARESPACE, INC.	\$168.00
02/21/2023	LIBRARYWORKS INC	\$49.00
02/21/2023	AMAZON	\$3.82
02/21/2023	GODADDY.COM, INC.	\$32.17
02/22/2023	A24	\$78.00
02/22/2023	STYLEBOOKS.COM	\$199.00
02/22/2023	DAILY HERALD	\$34.60
02/22/2023	HARVARD BUSINESS REV	\$130.00
02/23/2023	AMAZON	\$8.99
02/23/2023	PADLET SOFTWARE	\$24.00
02/23/2023	HR SOURCE	\$295.00
02/23/2023	NOTHING BUNDT CAKES	\$26.59
02/23/2023	SPOTIFY	\$15.99
02/24/2023	POLISH BOOKSTORE	\$520.50
02/24/2023	GODADDY.COM, INC.	\$21.17
02/24/2023	TORTORICE'S PIZZA	\$60.00
02/24/2023	USPS	\$9.65
02/26/2023	4-IMPRINT	\$404.52
02/26/2023	HR SOURCE	\$150.00
02/26/2023	USPS	\$9.65
02/26/2023	USPS	\$20.20
02/26/2023	BICYCLING	\$25.00
02/26/2023	ANDERSON'S BOOKSHOPS	\$27.98
02/27/2023	WOMEN'S HEALTH	\$12.00
02/28/2023	LIBRARYWORKS INC	\$250.00
02/28/2023	AMAZON	\$356.29
02/28/2023	TARGET	\$17.18
02/28/2023	MORKES CHOCOLATE	\$34.24
		<hr/>
		\$ 691,862.34

# MEMO – 2022 YEAR END TRANSFERS

## Mount Prospect Public Library

To: Board of Trustees  
From: Susan Reynders, Executive Director  
Date: March 16, 2023  
Re: 2022 Year End Transfers

---

Comments: This is agenda item 6a.

- i. Each year we do a routine transfer of unexpended proceeds from the Library Fund to the Capital Projects Fund. We typically do this in January, but due to the delay in Cook County tax revenue we have postponed the transfer so as to receive the majority of the delayed funds. We recommend transferring funds over our max target of 75% reserve. Last year we transferred \$1.1M; this year the amount is \$1.2M.
- ii. This year we have a special transfer because we made our final debt payment in 2022. We are now able to close the Debt Service Fund and sweep any remaining funds into the Capital Projects Fund. The amount of this transfer is \$736,364.35.
- iii. Lastly, we are recommending a transfer of \$96,160 from the Working Cash Fund to the Library Fund. The reason for this is that we recently exceeded the maximum allowed balance in the fund, and this transfer will reduce it appropriately. Going forward, the fund will stay at the maximum balance, and any accrued interest will be reassigned to the Library Fund.

**Working Cash Fund History.** Illinois statute 75 ILCS 5/4-13 authorizes the library board to create and maintain a working cash fund in order “to have sufficient money to meet demands for library expenditures.” MPPL established a Working Cash Fund in 1998 and levied for it four years in a row.

Over the years, we have accrued interest to that fund and have recently reached the maximum balance allowed, which is .2% of the EAV as of the year the fund was established. For us that is \$2,116,047.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

February 2023

### Youth Services

- 1) In February, we held a new reading program for winter, Once Upon a Fairy Tale. Children had to complete 20 activities to earn their very own book. Staff created wonderful decorations, including an I Spy case filled with 50 items to pour over and a Princess Scavenger Hunt. About 313 kids participated in finding fairy tale characters in the department.



- 2) A teacher from Euclid School shared with us the impact of our outreach visits. "We have been having the Mount Prospect Public Library visit with STEM stations for so many years. You have inspired us to have building time with our kids every day. We have Legos, we have various things that they experiment with building. Thank you so much."
- 3) In mid-February, Sydney Stensland joined the Youth Services team. As the Early Childhood Librarian, she will be responsible for our storytime schedule and other programming for our youngest patrons (and their families).

### South Branch & Community Engagement

- 1) South Branch has a new lighted outdoor sign. The previous sign just said "Library," and it was hard to see. This new sign is part of the strategic plan to improve South Branch.
- 2) We visited Mount Prospect Senior Living for an overview of library services, highlighting electronic resources of special interest to the senior residents. We also registered 10 residents for library cards.
- 3) We hosted two hands-on culinary programs at South Branch that allowed participants to get creative and a little messy. There was sugar cookie decorating for families and hot chocolate bomb-making for adults.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

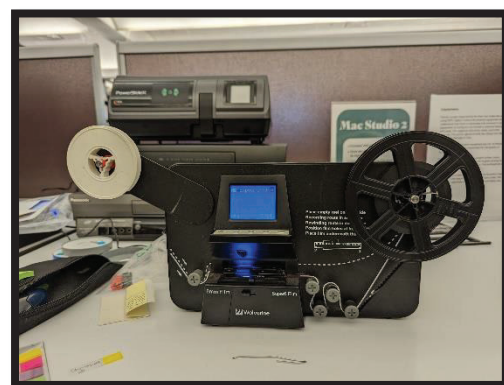
4) We participated in several District 59 school events this month:

- a. John Jay Family Literacy Night - This month's theme was STEAM and Black History. We read the book *Mae Among the Stars* and facilitated several STEAM activities to approximately 150 people in attendance.
- b. John Jay Open House and Conferences - We staffed a table that featured world language books for kids, giveaways, and library information.
- c. Parent University at the Early Learning Center - We presented library e-resources for the parents and gave them time to explore on their devices or on library iPads. We also presented a farm animal themed storytime for the children. We registered several attendees for library cards.



## Research

- 1) A program presented by Detective John Napoleon from the Mount Prospect Police Department, "Cryptocurrency Scams and Fraud Prevention," had a 90% attendance rate of those who registered (37). He spoke about cases he's worked on in Mount Prospect and gave actual examples of spoofed Facebook accounts and phishing emails. Using stories to convey the information was much more effective than a simple list of "Dos and Don'ts."
- 2) Mac Studio usage increased by 118% from January. We had 61 reservations this month, mostly for digitization projects. A press release in the February 15 Mount Prospect Journal and the new monitor on the second floor, both of which promoted the capabilities of the workstations, were successful. We are ramping up training within the department; staff are becoming more comfortable assisting patrons with the equipment.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Fiction/AV/Teen

- 1) A new series of Black History Month bookmarks added enhanced nuance and breadth to our asynchronous guidance. The tie-in displays focused on crossover appeal with popular genres.
- 2) The shorter month was a robust one for teen programming, with seven in-person programs in addition to a virtual offering and an outreach event. The best-attended was Teen Volunteering, which meets considerable community demand.
- 3) The Movies @ MPPL screening of *Ticket to Paradise* had the highest attendance of any movie here since before the pandemic (62).

### Registration

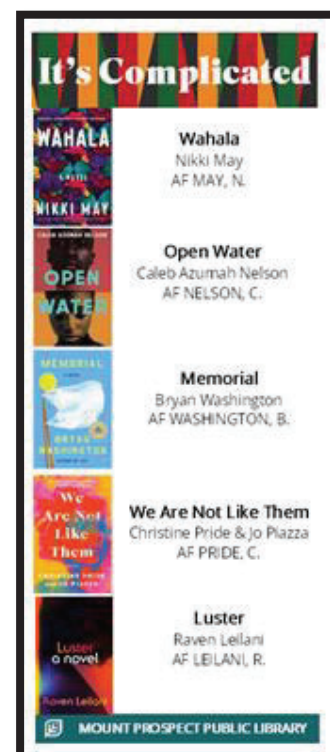
- 1) In collaboration with Circulation, we brought back Blind Date with a Book to the Patron Services Favorites for the week of Valentines Day. Books for all ages were wrapped in paper with their "Pickup Lines" (first sentence) attached to the front.
- 2) We reserved 19 public meeting rooms in February. This is one of the highest total reservations during a month's time, and a good sign that things are back to "normal."
- 3) We registered 38 cards during two Youth outreach events - 23 cards at John Jay and 19 at Frost Elementary.

### Circulation

- 1) We led a visit of preschoolers from St. Paul, who came to the library to deliver "sunshine bags" to staff. The bags were designed to thank library staff for all they do for our community, and it was a fun visit for all!
- 2) We visited Lions Park with Youth Services and shared some exciting book talks with the students and then checked out books for the kids to take home.

### Building & Security

1. The work on the upgrade to our building automation system continues. We discovered that there was significant corrosion on the hot water balancing valves and have added a change order to the contract for the replacement of these valves.
2. We completed repairs to the fire sprinkler system, including replacement of several warning signals, gauges, and smoke detector sensor testing.





## Collection & Bibliographic Services

- Marketing

- 
- A photograph of a book display on a blue patterned tablecloth. A sign at the top reads "Ignore the Terrible Cover Large Print". A blue bag in the center has a sign that says "HELP YOURSELF". Various large print books are displayed, including "The Terrible Book Club", "The Helpline", "Get a Life, Chloe Brown", "The Honey Don't List", "Miracle Creek", "Jason Rekulak", and "The Book of David".

- 1) All public computers were upgraded to Microsoft Office Pro Plus 2021- which includes Word, Excel, Access, Outlook, and Publisher.

## Page 4 of 9

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 5) Following the success of the automation of the annual review process last year, we have now automated the introductory reviews for staff in new positions (1-month, 3-months, and 6-months).
- 6) As part of our ongoing DEI training, all supervisors participated in a facilitated discussion focused on overcoming unconscious biases. Staff will participate in similar discussions in March.
- 7) Friday, May 12 has been chosen for the first Staff In-service Day of 2023; it will be in person and will focus on safety and security.

### Friends of the Mount Prospect Public Library

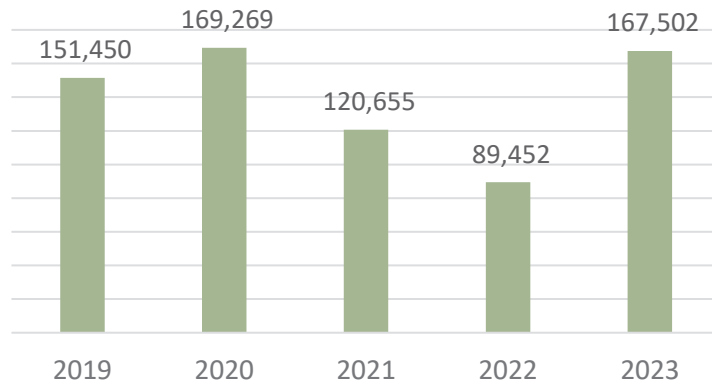
- 1) The Friends are in the planning stage of the April 15-16 book sale.

### Mount Prospect Public Library Foundation

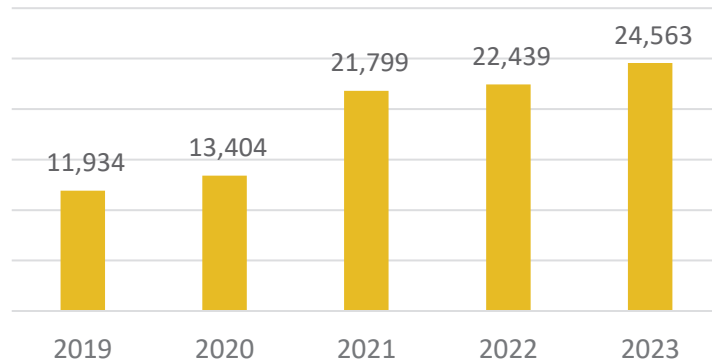
- 1) The Foundation Board continues soliciting sponsors and volunteers to help for the March 11 Mini Golf fundraiser.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

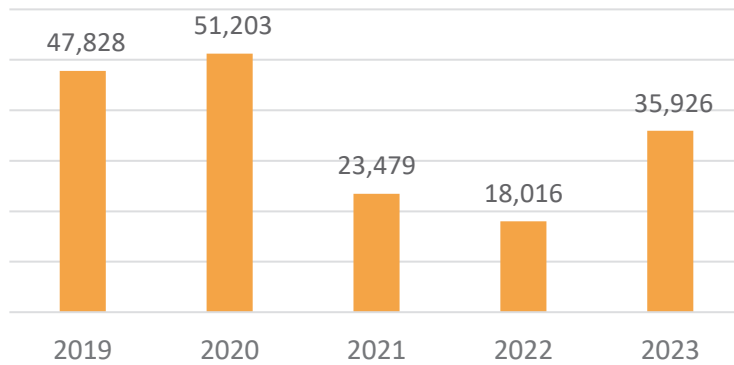
Overall Circulation YTD



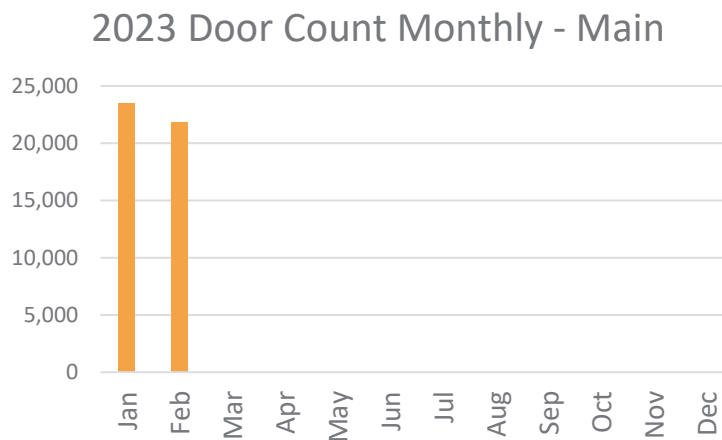
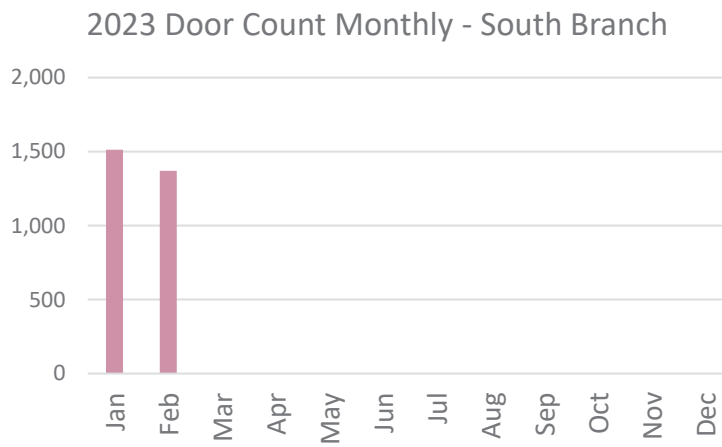
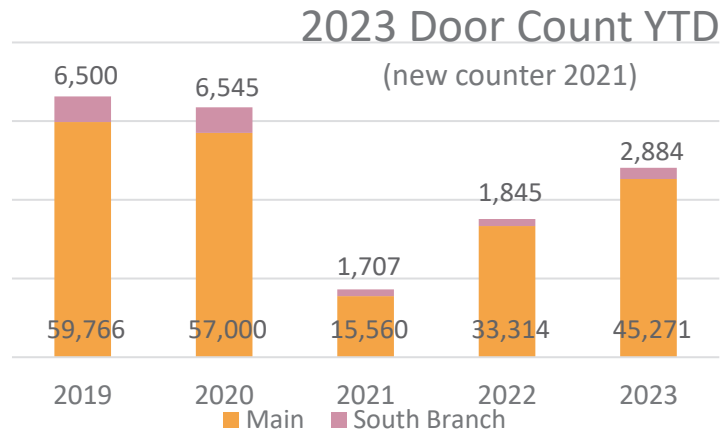
eMedia Circulation YTD



AV Circulation YTD

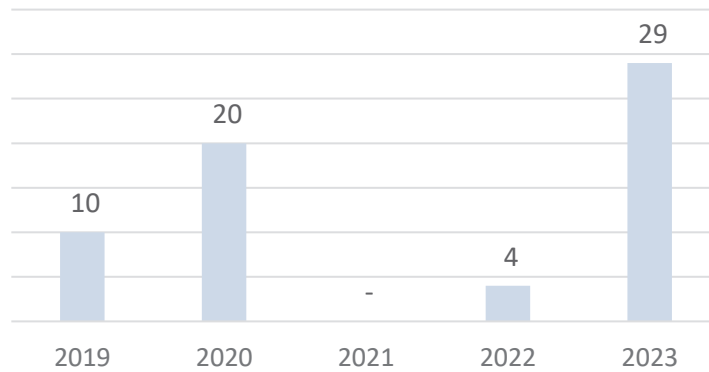


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

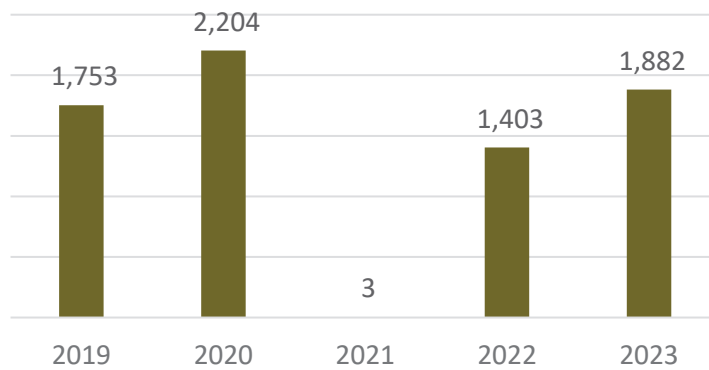


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

Meeting Room Usage by Public YTD



Study Room Usage YTD

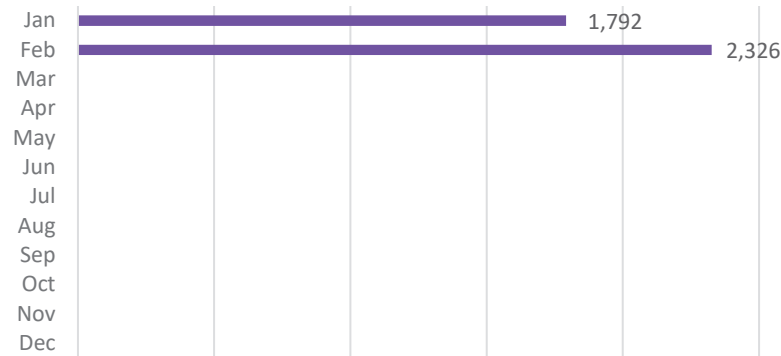


2023 Monthly Locker Usage



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

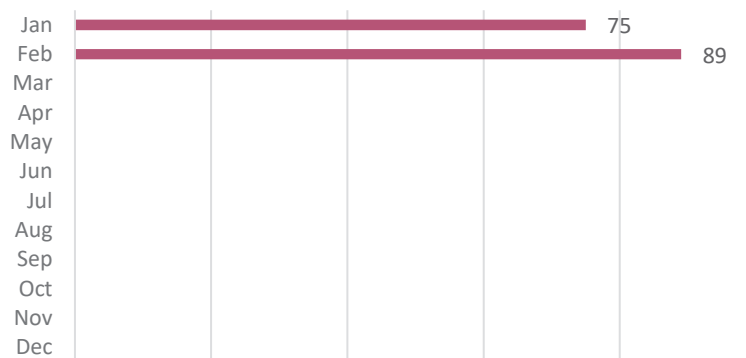
2023 Program Attendance Monthly



February 2023 Program Highlights

- Vegan, Vegetarian, and Plant Based Eating (133, program recording)
- Movies @ MPPL: *Ticket to Paradise* (62)
- Cryptocurrency Scams and Fraud Prevention (37)
- Mind Games: The Science of Perception Deception (36)
- Job Search Essentials for 2023 (57, program recording)
- Cutting the Cord: Getting the Most out of Streaming Services (54)
- 13 School Outreach visits (564), including Family Reading Night at John Jay (150)
- Sugar Cookie Decorating | Decorar galletas de azúcar (25)
- SAT Review and Practice Test (21)
- Super Saturday: African Music and Dance with Idy Ciss (93)
  - This program was on the cover of the MP Journal
- 29 Storytimes (14 Baby, 15 Family, 653 attendees)

2023 Number of Programs Monthly



## February 2023 Strategic Plan Progress Report

### Items Completed in February 2023

1. No new activities were completed in February 2023.

### Selected In Progress Items

1. **South Branch Improvements (A1F).** Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.
  - a. As noted in the monthly report, the outdoor sign at South Branch has been replaced with a larger, illuminated sign. Our previous sign has been a source of frustration for many years, as it was hard to see in the best of times, and impossible at night. This change has immediately improved the visibility of the branch, and we will be watching to see if there is a noticeable door count increase.
2. **Outreach Van (B3B).** Investigate purchasing an outreach vehicle, such as a bookmobile or van, including what services could be provided “on the road.”
  - a. The Community Engagement Committee is taking the lead on this project, as the vehicle needs to accommodate the needs of many departments. We are exploring the use of a consultant to assist with the project. A customized library vehicle can be very specialized, and we don’t have the expertise in house to conceptualize, design, and create the appropriate specifications.

We are in contact with Specialty Vehicle Services, one of the few (possibly the only) consulting firm in the country that specializes in library vehicles. We did not budget for the cost of a consultant in our 2023 budget, so if we should go this route, we would come back to the Board to ask for approval.

## MEMO – CLOSED MINUTES

### Mount Prospect Public Library

To: Board of Trustees  
From: Susan Reynders, Executive Director  
Date: March 16, 2023  
Re: Review of Written Minutes and Recordings of Closed Sessions

---

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

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

Meeting Date	Meeting Type	Reason	Approve	Release
11/17/2022	Regular	Review of closed minutes	Yes	Yes

#### Motion Language for Written Minutes

"I move to approve and release the closed minutes of November 17, 2022."

#### Motion Language for Recordings

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