

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

Regular Board Meeting
May 18, 2023 7:00 p.m.
Meeting Room B

AGENDA*

1. **Call to Order**
2. **Swearing in of Newly Elected Trustees by Village Clerk Karen Agoranos**
 - a. Marie Bass, Mary Anne Benden, Brian Gilligan, Sylvia Haas
3. **Roll Call**
4. **Officer Elections 2023-2024 (4)**
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
5. **President's Report**
6. **Public Comment**

Public Comment 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 with a maximum of thirty minutes for the duration of the meeting.
7. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of April 20, 2023 **(5-7)**
 - b. April 2023 Bills **(8)** and Financial Reports **(9-20)**
 - c. Library Closing at 5 p.m. on July 21 for Mount Prospect Downtown Block Party
8. **Review and Approval of Donation Policy (21-22)**
9. **Master Plan Update and Decision Timeline**
10. **Executive Director Report (3)**
 - a. April 2023 Library Activity Report **(23-32)**
 - b. Strategic Plan Update **(33)**
11. **Trustee Reports and Comments**

12. Upcoming Meetings and Events Calendar

- a. May 22 – Foundation Board Meeting – Marie Bass
- b. June 1, 7:00 p.m. – Committee of the Whole Meeting
 - i. New Trustee Orientation
- c. June 15, 7:00 p.m. – Regular Board Meeting
 - i. Committee Appointments 2023-2024
- d. June 26 – Foundation Board Meeting – Open

13. Adjournment

Mount Prospect Public Library
Board of Trustees

**Library Director Report
May 18, 2023**

1. **Newly Elected Trustees Swearing In.** This is agenda item 2. Village Clerk Karen Agoranos will be in attendance to swear in newly elected Trustees Marie Bass, Mary Anne Benden, Brian Gilligan, and Sylvia Haas.
2. **Officer Elections.** This is agenda item 4. As is usual for our May meeting, we will elect the officers of President, Vice President, Secretary, and Treasurer. Because we will be without a President for the first few minutes of the meeting due to Trustee Duebner's departure, Trustee Bass as the current Vice President will run the meeting and conduct the officer elections. Included in the packet is the slate of officers as recommended by outgoing Trustee Duebner.
3. **Consent Agenda.** This is agenda item 7. Any item on the consent agenda can be removed by request and discussed and voted on separately.
4. **Review and Approval of Donation Policy.** This is agenda item 8. At the April meeting the board discussed establishing a naming rights policy and revising our existing donation and gift policy. Included in the packet is a draft policy for review and approval.
5. **Master Plan Update and Decision Timeline.** This is agenda item number 9. At the meeting, I will present a status update on the master facility plan project, including a timeline when decisions would need to be made.

MEMO 2023-2024 SLATE OF OFFICERS

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: May 18, 2023
Re: 2023-2024 Slate of Officers

At the April 20, 2023 Regular Board meeting, outgoing President Michael Duebner presented a recommendation for the 2023-2024 slate of officers:

- President – Marie Bass
- Vice President – Kristine O’Sullivan
- Treasurer – Brian Gilligan
- Secretary – Sylvia Fulk

These offices will be voted on at the May 18 meeting.

Because we will be without a President for the first few minutes of the meeting due to Trustee Duebner’s departure, Trustee Bass as the current Vice President will run the meeting and the officer elections.

Regular Board Meeting
April 20, 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 7:01 p.m. by Michael Duebner, President.

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan [via Zoom], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

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

Visitors: None

All Trustees agreed to allow Trustee Gilligan to join the meeting virtually as per 5 ILCS 120/7.

3. Public Comment

There was no public comment.

4. President's Report

President Duebner presented a recommendation for the 2023-2024 slate of officers: Marie Bass for President, Kristine O'Sullivan for Vice President, Brian Gilligan for Treasurer, and Sylvia Fulk for Secretary. The election of officers will be held at the May 18 Regular Board meeting.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of March 16, 2023
- b. March 2023 Bills and Financial Reports
- c. Approve Update to Bylaws Section III, Officers and Duties
- d. Approve Resolution No. 2023-3 Renewing the Lease and Acknowledging Payment to MPPL Under Terms of the Ground Lease by Village of Mount Prospect

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

6. First Quarter Financial Review

Finance Director Christine McKinley reviewed the first quarter of 2023 revenue and expenditures and answered questions. Christine reported that all documentation has been submitted to the auditors for the preparation of the 2022 audit.

Director Reynders explained that the structural concrete project is being addressed and is in the preliminary stages. Once the specifications are identified, the project will be publicly bid out.

7. New Business

- a. Proclamation Recognizing Michael Duebner
Trustee Marie Bass remarked how she appreciated Trustee Duebner's leadership over his many years of service and read the proclamation aloud. Trustee Duebner expressed his sincere gratitude to the community, staff, and trustees.
- b. Donation and Naming Rights Policy
Director Reynders provided a history on the naming of donations received for the library and presented sample language from various libraries on naming rights. A draft policy will be presented at the May 18 Regular Board meeting.

8. Executive Director Report

Director Reynders reviewed the highlights of the monthly library report and strategic plan progress and answered questions. Trustee Duebner highlighted that the 24/7 locker usage continues to increase.

9. Trustee Reports and Comments

Trustees Fulk and O'Sullivan volunteered at the Friends Book Sale held on April 15 and 16 and reported the event was a huge success. Sylvia Fulk mentioned that the Friends are looking for additional volunteers to help with future book sales.

10. Upcoming Meetings and Events Calendar

- a. April 24 – Foundation Board Meeting – Rosemary Groenwald
- b. May 4 – Committee of the whole Meeting – Cancelled
- c. May 18, 7:00 p.m. – Regular Board Meeting
 - i. Swearing in of new elected Trustees; Officer Elections 2023-2024
- d. May 22 – Foundation Board Meeting – Marie Bass
- e. June 1, 7:00 p.m. – Committee of the Whole Meeting
 - i. New Trustee Orientation

Trustee Groenwald volunteered to attend the April 24 Foundation Board meeting and Trustee Bass volunteered to attend the May 22 Foundation Board meeting.

11. Adjournment

Motion was made by Trustee Haas and seconded by Trustee O'Sullivan to adjourn the Regular Board meeting at 8:12 p.m. Voice vote carried.

Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of April 30, 2023

Library General Fund	8,629,472.89
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,713,534.42
Debt Service Fund	0.00
Gift Fund	568,238.04

Total All Funds	17,027,291.61
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Disbursements April 2023

\$ 811,878.77

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	10,745,519
Annual Operating Budget 2023	\$	10,143,700
Combined Balance - Months in Reserve		12.7
Combined Balance - Percentage in Reserve		106%

YTD April Spending

- * We're on target with spending and our YTD percentage expended is 31%
- * Last year at this time, we had expended about 32%

Levy Collection

- * To date 56.93% of the total 2022 Levy has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 04/30/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$3,238,984.03	\$0.00	\$0.00	\$0.00	\$0.00	\$3,238,984.03
Interest Income	\$38,194.38	\$0.00	\$22,781.17	\$0.00	\$0.00	\$60,975.55
Miscellaneous Fees	\$1,404.96	\$0.00	\$0.00	\$0.00	\$0.00	\$1,404.96
Friends Reimbursement	\$368.13	\$0.00	\$0.00	\$0.00	\$0.00	\$368.13
Foundation Reimbursement	\$875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$875.00
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$510.70	\$510.70
Total Revenues	\$3,279,826.50	\$0.00	\$22,781.17	\$0.00	\$510.70	\$3,303,118.37
Expenses						
Salaries & Benefits	\$572,049.51	\$0.00	\$0.00	\$0.00	\$0.00	\$572,049.51
Management Expense	\$48,570.92	\$0.00	\$0.00	\$0.00	\$0.00	\$48,570.92
Operating Expense	\$8,795.98	\$0.00	\$0.00	\$0.00	\$1,000.00	\$9,795.98
Building Expense	\$27,531.71	\$0.00	\$66,994.00	\$0.00	\$0.00	\$94,525.71
Library Materials	\$54,585.07	\$0.00	\$0.00	\$0.00	\$379.94	\$54,965.01
Reimbursable Expense	\$1,693.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,693.32
Total Expenses	\$713,226.51	\$0.00	\$66,994.00	\$0.00	\$1,379.94	\$781,600.45
BEGINNING FUND BALANCE	\$6,062,872.90	\$2,116,046.26	\$5,757,747.25	\$0.00	\$569,107.28	\$14,505,773.69
NET SURPLUS/(DEFICIT)	\$2,566,599.99	\$0.00	(\$44,212.83)	\$0.00	(\$869.24)	\$2,521,517.92
ENDING FUND BALANCE	\$8,629,472.89	\$2,116,046.26	\$5,713,534.42	\$0.00	\$568,238.04	\$17,027,291.61

Mount Prospect Public Library
Revenue Report

For the Period Ended 04/30/2023

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$3,238,984.03	\$6,211,790.56	\$10,687,240.00	\$4,475,449.44	58.12%	41.88%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,856.00	\$83,856.00	0.00%	100.00%
Interest Income	\$38,194.38	\$103,364.96	\$0.00	(\$103,364.96)	0.00%	0.00%
Fees	\$1,397.46	\$9,483.35	\$12,700.00	\$3,216.65	74.67%	25.33%
For Sale Items	\$7.50	\$191.00	\$200.00	\$9.00	95.50%	4.50%
Miscellaneous Income	\$0.00	\$77,333.78	\$0.00	(\$77,333.78)	0.00%	0.00%
Friends Reimbursement	\$368.13	\$683.80	\$34,200.00	\$33,516.20	2.00%	98.00%
Foundation Reimbursement	\$875.00	\$1,254.00	\$9,675.00	\$8,421.00	12.96%	87.04%
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	\$3,279,826.50	\$6,404,101.45	\$10,829,621.00	\$4,425,519.55	59.14%	40.87%

Working Cash Fund

Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%

Capital Projects Fund

Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$22,781.17	\$71,392.80	\$0.00	(\$71,392.80)	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	\$22,781.17	\$71,392.80	\$600,000.00	\$528,607.20	11.90%	88.10%

Mount Prospect Public Library
Revenue Report

For the Period Ended 04/30/2023

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<u>Debt Service Fund</u>						
Property Taxes	\$0.00	(\$0.41)	\$0.00	\$0.41	0.00%	0.00%
Interest Income	\$0.00	\$3,558.02	\$0.00	(\$3,558.02)	0.00%	0.00%
Total Debt Service Fund	\$0.00	\$3,557.61	\$0.00	(\$3,557.61)	0.00%	0.00%
<u>Gift Fund</u>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$510.70	\$1,471.38	\$5,000.00	\$3,528.62	29.43%	70.57%
Donations	\$0.00	\$1,500.00	\$0.00	(\$1,500.00)	0.00%	0.00%
Total Gift Fund	\$510.70	\$2,971.38	\$5,000.00	\$2,028.62	59.43%	40.57%

Mount Prospect Public Library
Expense Report
For the Period Ended 04/30/2023

Library Fund	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	\$452,064.25	\$1,787,977.34	\$5,840,000.00	\$4,052,022.66	30.62%	69.38%
IMRF	\$26,209.39	\$99,865.55	\$335,000.00	\$235,134.45	29.81%	70.19%
MC/FICA	\$31,986.24	\$128,802.48	\$447,000.00	\$318,197.52	28.81%	71.19%
Medical Insurance	\$61,638.88	\$247,140.43	\$820,000.00	\$572,859.57	30.14%	69.86%
Life Insurance	\$150.75	\$604.40	\$3,000.00	\$2,395.60	20.15%	79.85%
Unemployment Compensation Tax	\$0.00	\$1,666.73	\$23,000.00	\$21,333.27	7.25%	92.75%
Total Salaries & Benefits	\$572,049.51	\$2,266,056.93	\$7,468,000.00	\$5,201,943.07	30.34%	69.66%
Management Expenses						
Audit	\$5,400.00	\$5,400.00	\$5,400.00	\$0.00	100.00%	0.00%
Legal Fees	\$2,250.00	\$2,250.00	\$5,000.00	\$2,750.00	45.00%	55.00%
Printing	\$12,578.48	\$30,772.67	\$121,000.00	\$90,227.33	25.43%	74.57%
Marketing	\$3,366.34	\$17,489.71	\$58,000.00	\$40,510.29	30.15%	69.85%
Professional Dues	\$1,123.00	\$8,433.00	\$17,500.00	\$9,067.00	48.19%	51.81%
Board Development	\$0.00	\$55.00	\$7,500.00	\$7,445.00	0.73%	99.27%
Human Resources	\$13,426.75	\$55,626.49	\$158,400.00	\$102,773.51	35.12%	64.88%
Other Operating	\$10,426.35	\$26,593.09	\$54,900.00	\$28,306.91	48.44%	51.56%
Total Management Expenses	\$48,570.92	\$146,619.96	\$427,700.00	\$281,080.04	34.28%	65.72%
Operating Expenses						
Telecommunications	\$2,029.02	\$10,045.89	\$35,550.00	\$25,504.11	28.26%	71.74%
Insurance	\$0.00	\$91,708.51	\$122,000.00	\$30,291.49	75.17%	24.83%
Office Supplies	\$1,641.61	\$6,842.68	\$27,350.00	\$20,507.32	25.02%	74.98%
Library Supplies	\$414.26	\$4,809.17	\$20,800.00	\$15,990.83	23.12%	76.88%
Postage	\$2,224.09	\$7,216.18	\$31,700.00	\$24,483.82	22.76%	77.24%
Contract Services	\$0.00	\$17,249.42	\$49,000.00	\$31,750.58	35.20%	64.80%
Software	\$2,487.00	\$60,886.90	\$174,500.00	\$113,613.10	34.89%	65.11%
Total Operating Expenses	\$8,795.98	\$198,758.75	\$460,900.00	\$262,141.25	43.12%	56.88%

Mount Prospect Public Library

Expense Report

For the Period Ended 04/30/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance						
Hardware & System Maintenance	\$16,354.70	\$38,596.83	\$132,200.00	\$93,603.17	29.20%	70.80%
Janitorial	\$344.18	\$73,309.16	\$142,700.00	\$69,390.84	51.37%	48.63%
Equipment	\$5,481.76	\$20,606.98	\$69,900.00	\$49,293.02	29.48%	70.52%
Utilities	\$1,542.24	\$22,814.75	\$177,500.00	\$154,685.25	12.85%	87.15%
Total Building Expenses	\$3,808.83	\$24,333.39	\$77,000.00	\$52,666.61	31.60%	68.40%
	\$27,531.71	\$179,661.11	\$599,300.00	\$419,638.89	29.98%	70.02%
Services and Resources						
Adult Print	\$16,222.15	\$57,874.12	\$226,900.00	\$169,025.88	25.51%	74.49%
Adult AV	\$2,708.19	\$12,625.33	\$63,500.00	\$50,874.67	19.88%	80.12%
Youth Print	\$8,541.51	\$35,984.38	\$151,400.00	\$115,415.62	23.77%	76.23%
Youth AV	\$961.48	\$5,532.38	\$34,300.00	\$28,767.62	16.13%	83.87%
Magazines	\$885.90	\$12,296.31	\$19,300.00	\$7,003.69	63.71%	36.29%
Electronic Resources	\$3,584.29	\$81,394.79	\$181,200.00	\$99,805.21	44.92%	55.08%
Digital Media	\$16,015.72	\$74,052.72	\$303,800.00	\$229,747.28	24.38%	75.62%
E-Learning	\$0.00	\$22,507.93	\$48,000.00	\$25,492.07	46.89%	53.11%
Library of Things	\$1,303.52	\$7,074.19	\$50,000.00	\$42,925.81	14.15%	85.85%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$812.82	\$8,782.56	\$26,400.00	\$17,617.44	33.27%	66.73%
Programs	\$3,549.49	\$10,631.46	\$82,300.00	\$71,668.54	12.92%	87.08%
Total Services and Resources	\$54,585.07	\$329,440.59	\$1,187,800.00	\$858,359.41	27.74%	72.26%
Transfers						
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$900.00	\$1,927.98	\$9,675.00	\$7,747.02	19.93%	80.07%
Friends Expenses	\$671.52	\$1,355.32	\$34,200.00	\$32,844.68	3.96%	96.04%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$121.80	\$121.80	\$1,750.00	\$1,628.20	6.96%	93.04%
Total Sponsored Expenses	\$1,693.32	\$3,405.10	\$45,625.00	\$42,219.90	7.46%	92.54%
Total Library Fund	\$713,226.51	\$3,123,942.44	\$10,789,325.00	\$7,665,382.56	28.95%	71.05%

Mount Prospect Public Library
Expense Report
For the Period Ended 04/30/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
<u>Capital Project Fund</u>						
400-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99 Building Maintenance - Service	\$66,994.00	\$326,994.00	\$240,000.00	(\$86,994.00)	136.25%	(36.25%)
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	\$66,994.00	\$326,994.00	\$240,000.00	(\$86,994.00)	136.25%	(36.25%)
<u>Debt Service Fund</u>						
500-6120-99 Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6180-99 Principal payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6181-99 Principal Payment LT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-7800-99 Transfer to Capital Project Fund	\$0.00	\$736,364.35	\$0.00	(\$736,364.35)	0.00%	0.00%
Total Debt Service	\$0.00	\$736,364.35	\$0.00	(\$736,364.35)	0.00%	0.00%
<u>Gift Fund</u>						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	\$1,000.00	\$2,853.92	\$50,000.00	\$47,146.08	5.71%	94.29%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99 Art	\$379.94	\$4,779.94	\$0.00	(\$4,779.94)	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$1,379.94	\$7,633.86	\$50,000.00	\$42,366.14	15.27%	84.73%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 04/30/2023

Date	Source	Amount
04/04/2023	GUARDIAN	\$3888.99
04/05/2023	VILLAGE OF MOUNT PRO	\$957.48
04/06/2023	AT&T ACH	\$212.22
04/06/2023	AT&T	\$729.66
04/07/2023	AMERICAN LIBRARY ASS	\$211.00
04/07/2023	AMERICAN LIBRARY ASS	\$4368.00
04/07/2023	BACKSTAGE LIBRARY WO	\$250.00
04/07/2023	BAKER & TAYLOR, INC.	\$4427.17
04/07/2023	BANNERVILLE USA	\$115.00
04/07/2023	CINTAS #22	\$75.51
04/07/2023	COMPLETE TEMPERATURE	\$1091.00
04/07/2023	CRIMSON MULTIMEDIA D	\$286.39
04/07/2023	DEMCO	\$103.91
04/07/2023	ELM USA, INC.	\$552.49
04/07/2023	FILTER SERVICES INC	\$1171.36
04/07/2023	INGRAM	\$321.02
04/07/2023	MEGAN AMANDA SPILLMA	\$200.00
04/07/2023	RIVISTAS, LLC	\$7349.39
04/07/2023	SUPERIOR INDUSTRIAL	\$329.25
04/07/2023	WAREHOUSE DIRECT	\$403.63
04/11/2023	SHELL OIL COMPANY	\$62.31
04/11/2023	EMPLOYEE BENEFITS CO	\$1538.09
04/12/2023	Payroll 2023-414	\$144686.80
04/12/2023	Payroll 2023-414	\$53738.36
04/13/2023	CHASE BANK	\$13440.24
04/14/2023	AMERICAN LANDSCAPING	\$510.00
04/14/2023	BACKSTAGE LIBRARY WO	\$500.00
04/14/2023	BAKER & TAYLOR, INC.	\$6761.97
04/14/2023	DONALD SKOOG	\$625.00
04/14/2023	INGRAM	\$579.47
04/14/2023	KRUEGER INTERNATIONA	\$7532.00
04/14/2023	MAD SCIENCE OF NORTH	\$275.00
04/14/2023	MENARDS	\$15.75
04/14/2023	OVERDRIVE, INC.	\$8694.64
04/14/2023	RANDALL BERNSTEIN	\$500.00
04/14/2023	REACHING FORWARD / I	\$1280.00
04/14/2023	TECHNOLOGY MANAGEMEN	\$785.60
04/14/2023	TEE JAY SERVICE COMP	\$11544.00
04/14/2023	VARIETY VENDORS	\$149.00
04/14/2023	W. W. GRAINGER, INC.	\$548.20
04/14/2023	WAREHOUSE DIRECT	\$62.94
04/14/2023	ZOOBEAN, INC	\$1795.00

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 04/30/2023

Date	Source	Amount
04/14/2023	ICMA RETIREMENT TRUS	\$7206.51
04/14/2023	EXPERT PAY CHILD SUP	\$188.31
04/15/2023	EMPLOYEE BENEFITS CO	\$116.13
04/18/2023	COMCAST BUSINESS	\$189.90
04/20/2023	ROSEMARY GROENWALD	\$151.00
04/21/2023	ACCURATE EMPLOYMENT	\$120.24
04/21/2023	THE WILDBIRD SHACK,	\$160.00
04/21/2023	AMAZON	\$3981.44
04/21/2023	AMERICAN LIBRARY ASS	\$211.00
04/21/2023	AMERICAN LIBRARY ASS	\$211.00
04/21/2023	BAKER & TAYLOR, INC.	\$4673.42
04/21/2023	BANNERVILLE USA	\$115.00
04/21/2023	CINTAS #22	\$75.51
04/21/2023	CRIMSON MULTIMEDIA D	\$349.30
04/21/2023	CRYSTAL MANAGEMENT &	\$2980.00
04/21/2023	DAILY HERALD	\$411.80
04/21/2023	GALE	\$8157.61
04/21/2023	INGRAM	\$80.42
04/21/2023	KANOPI, INC.	\$672.00
04/21/2023	LAUTERBACH & AMEN, L	\$5400.00
04/21/2023	LIBRARY IDEAS, LLC	\$52.13
04/21/2023	MAD SCIENCE OF NORTH	\$275.00
04/21/2023	MERISTEM ADVISORS, L	\$3905.00
04/21/2023	MICROSYSTEMS, INC	\$684.42
04/21/2023	MIDWEST TAPE	\$5415.34
04/21/2023	NICHE ACADEMY	\$2040.00
04/21/2023	OLD TOWN SCHOOL OF F	\$500.00
04/21/2023	PROSPECT ELECTRIC CO	\$6404.50
04/21/2023	W. W. GRAINGER, INC.	\$42.60
04/21/2023	WAREHOUSE DIRECT	\$409.30
04/21/2023	INTEGRATED CONTROL T	\$100000.00
04/24/2023	VERIZON WIRELESS	\$391.96
04/24/2023	NPN360	\$2127.59
04/25/2023	EMPLOYEE BENEFITS CO	\$1538.09
04/26/2023	POSTMASTER	\$290.00
04/28/2023	Payroll 2023-428	\$142866.38
04/28/2023	Payroll 2023-428	\$54164.94
04/28/2023	A.N.S., INC.	\$869.00
04/28/2023	BAKER & TAYLOR, INC.	\$4428.62
04/28/2023	DELL MARKETING L.P.	\$2589.90
04/28/2023	EBSCO INFORMATION SE	\$1972.00
04/28/2023	F.E.MORAN, INC. FIRE	\$1640.00
04/28/2023	FLUORECYCLE, INC.	\$378.43

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 04/30/2023

Date	Source	Amount
04/28/2023	GALE	\$20.49
04/28/2023	INGRAM	\$283.15
04/28/2023	NPN360	\$479.12
04/28/2023	OVERDRIVE, INC.	\$1311.61
04/28/2023	PRODUCT LLC	\$5000.00
04/28/2023	SUPERIOR INDUSTRIAL	\$257.90
04/28/2023	TECHNOLOGY MANAGEMEN	\$785.60
04/28/2023	THE TEACHING COMPANY	\$159.80
04/28/2023	WAREHOUSE DIRECT	\$604.64
04/28/2023	WEBLINX INCORPORATED	\$4860.00
04/28/2023	EXPERT PAY CHILD SUP	\$188.31
04/28/2023	VILLAGE OF MOUNT PRO	\$46051.02
04/28/2023	VILLAGE OF MOUNT PRO	\$96.00
04/28/2023	VILLAGE OF MOUNT PRO	\$86617.36
04/02/2023	UPRINTING	\$136.77
04/02/2023	AMAZON	\$69.99
04/02/2023	DISPLAYS2GO	\$304.16
04/02/2023	SHRM	\$1995.00
04/02/2023	AMAZON	\$8.99
04/02/2023	AMAZON	\$8.99
04/02/2023	LYFT RIDE	\$21.59
04/02/2023	LYFT RIDE	\$26.28
04/03/2023	AMAZON	\$8.99
04/03/2023	AMAZON	\$35.68
04/04/2023	NETFLIX	\$19.99
04/04/2023	DISNEY	\$14.99
04/04/2023	DISNEY	\$14.99
04/04/2023	AMAZON	\$8.99
04/04/2023	AMAZON	\$8.99
04/04/2023	DISNEY	\$14.99
04/04/2023	DISNEY	\$14.99
04/04/2023	NETFLIX	\$19.99
04/04/2023	MT DISPLAYS LLC	\$176.90
04/04/2023	DISNEY	\$14.99
04/04/2023	NETFLIX	\$19.99
04/04/2023	AMAZON	\$8.99
04/04/2023	DISNEY	\$14.99
04/04/2023	DISNEY	\$14.99
04/04/2023	NETFLIX	\$19.99
04/04/2023	AMAZON	\$8.99
04/04/2023	DISNEY	\$14.99
04/04/2023	DISNEY	\$14.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 04/30/2023

Date	Source	Amount
04/04/2023	NETFLIX	\$19.99
04/04/2023	AMAZON	\$16.86
04/04/2023	USPS	\$9.65
04/05/2023	MICROSOFT	\$6.60
04/05/2023	AMAZON	\$8.99
04/05/2023	AMAZON	\$220.04
04/05/2023	AMAZON	\$8.99
04/05/2023	AMAZON	\$8.99
04/05/2023	DISPLAYS2GO	\$1259.20
04/05/2023	CHICAGO TRIBUNE	\$231.92
04/06/2023	DISNEY	\$14.99
04/06/2023	AMAZON	\$55.96
04/07/2023	DISCOVERY PLUS	\$4.99
04/07/2023	DISCOVERY PLUS	\$4.99
04/07/2023	NETFLIX	\$19.99
04/07/2023	AMAZON	\$149.38
04/07/2023	AMAZON	\$39.52
04/07/2023	AMAZON	\$17.98
04/07/2023	DISCOVERY PLUS	\$4.99
04/07/2023	NETFLIX	\$19.99
04/07/2023	DISCOVERY PLUS	\$4.99
04/07/2023	NETFLIX	\$19.99
04/07/2023	DISCOVERY PLUS	\$4.99
04/09/2023	DISCOVERY PLUS	\$4.99
04/09/2023	DISCOVERY PLUS	\$4.99
04/09/2023	DISCOVERY PLUS	\$4.99
04/09/2023	DISCOVERY PLUS	\$4.99
04/09/2023	DISCOVERY PLUS	\$4.99
04/09/2023	POTBELLY	\$114.53
04/09/2023	USPS	\$9.65
04/09/2023	THE WALL STREET JOUR	\$59.99
04/10/2023	DISCOVERY PLUS	\$4.99
04/10/2023	AMAZON	\$78.36
04/11/2023	VISTAPRINT	\$38.99
04/11/2023	AMAZON	\$27.92
04/11/2023	COMIX REVOLUTION	\$17.95
04/12/2023	ILA	\$100.00
04/12/2023	CHAMBER CO OP INC	\$15.00
04/12/2023	WALMART	\$199.92
04/12/2023	NATIONAL BUSINESS FU	\$851.00
04/12/2023	AMAZON	\$531.42
04/13/2023	NETFLIX	\$19.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 04/30/2023

Date	Source	Amount
04/13/2023	NETFLIX	\$19.99
04/13/2023	NETFLIX	\$19.99
04/13/2023	4-IMPRINT	\$278.01
04/13/2023	4-IMPRINT	\$304.44
04/14/2023	DISNEY	\$19.99
04/14/2023	THE HOME DEPOT CRC	\$89.00
04/14/2023	AMAZON	\$146.95
04/14/2023	ONLINE LABELS, INC	\$26.21
04/16/2023	USPS	\$9.65
04/16/2023	USPS	\$9.65
04/16/2023	TRAVEL & LEISURE	\$14.95
04/16/2023	TARGET	\$35.65
04/16/2023	MEETUP	\$89.94
04/16/2023	AMAZON	\$99.00
04/16/2023	BARRONS	\$29.99
04/16/2023	UPRINTING	\$166.21
04/17/2023	AMAZON	\$75.56
04/18/2023	REACHING FORWARD / I	\$100.00
04/18/2023	DAILY HERALD	\$34.60
04/18/2023	AMAZON	\$21.90
04/18/2023	AMAZON	\$6.79
04/19/2023	KD MARKET	\$13.45
04/19/2023	OFFICE DEPOT	\$126.94
04/19/2023	LIBRARYWORKS INC	\$49.00
04/20/2023	POLISH BOOKSTORE	\$222.75
04/20/2023	AQUENT LLC	\$455.00
04/20/2023	AMAZON	\$26.97
04/20/2023	AMAZON	\$63.94
04/20/2023	AMAZON	\$84.66
04/20/2023	AMAZON	\$17.96
04/20/2023	CHERYL & CO	\$159.96
04/20/2023	ALDI	\$21.54
04/20/2023	ETSY	\$59.18
04/21/2023	ETSY	\$4.99
04/21/2023	USPS	\$9.65
04/21/2023	USPS	\$9.65
04/21/2023	AMAZON	\$17.79
04/23/2023	PADLET SOFTWARE	\$24.00
04/23/2023	AMAZON	\$251.58
04/23/2023	AWESOME BALLOON CREA	\$262.50
04/23/2023	AMAZON	\$45.90
04/23/2023	AMAZON	\$8.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 04/30/2023

Date	Source	Amount
04/23/2023	SPOTIFY	\$15.99
04/23/2023	USPS	\$19.30
04/23/2023	COMMUNICATION ARTS	\$53.00
04/24/2023	BLICK ART MATERIALS	\$60.84
04/24/2023	AMAZON	\$29.99
04/24/2023	AMAZON	\$74.86
04/24/2023	THE NEW YORK TIMES	\$36.20
04/25/2023	AMAZON	\$55.60
04/26/2023	CAPANNARIS ICE CREAM	\$516.00
04/26/2023	AMAZON	\$41.70
04/26/2023	CAROLINA BIOLOGICAL	\$37.75
04/26/2023	CAROLINA BIOLOGICAL	\$10.95
04/27/2023	SHRM	\$1035.00
04/27/2023	USPS	\$9.65
04/27/2023	TRAINER'S WAREHOUSE	\$116.30
04/27/2023	ISTOCK PHOTO	\$12.00
04/27/2023	FIVE BELOW	\$65.50
04/28/2023	CC-AIRFARE	\$479.15
04/28/2023	CC-AIRFARE	\$29.00
04/28/2023	CC-AIRFARE	\$34.00
04/28/2023	ULINE	\$308.35
04/28/2023	FIVE BELOW	\$11.50
04/28/2023	AMAZON	\$16.99
04/28/2023	AMAZON	\$6.29
04/30/2023	USPS	\$9.65
04/30/2023	AMERICAN BUTTON MACH	\$51.50
04/30/2023	JOURNAL AND TOPICS	\$66.00
04/30/2023	SEARCH WP, LLC	\$29.40
		<hr/> \$ 811,878.77

Gift and Donation Policy

I. Purpose

- A. The Board of Trustees of the Mount Prospect Public Library encourages gifts and contributions that will help the Library better serve the needs of the community. All donations and gifts to the Library are subject to applicable Illinois statutes as well as the Library's existing policies and guidelines, including those relating to the selection of and access to books and other resources. The Library Board or the Board's delegated authority makes the final decision on the acceptance of gifts and also reserves the right to decide any conditions of recognition, display, housing, access, and disposal. The Library is granted unconditional ownership of each gift. In all instances, the Library reserves the right to utilize gifts as it sees fit and to dispose of gifts deemed to be no longer suited for or needed by the Library.

II. Acceptance of Gifts

- A. **Gifts of Books and Other Library Resources.** The Library may accept or decline gifts in the form of books, recordings, and other library materials or resources. The Library, in accordance with existing library policies and guidelines, may exercise discretion concerning which materials shall be retained for the Library's own collection. Donations of books and other materials that are not added to the Library's collection or the Friends book sales are donated to charitable organizations and not returned to donors.
- B. **Monetary Gifts.** The Library encourages unrestricted monetary gifts so that contributions can be used to best support the Library's strategic plan and the needs of the community. The Library will consider the wishes of donors when accepting restricted gifts but reserves the right to decline restricted gifts. When the Library receives a cash gift for the purchase of materials or other resources, the donor may specify the general subject area of the item(s) to be purchased.
- C. **Non-Monetary Gifts.** Gifts of furniture, paintings, statuary, plants, other tangible personal property, and professional services may be accepted or declined by the Library. Any conditions attached to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered when determining acceptance. Any such conditions which the Library regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.

III. Recognition of Gifts and Valuation

- A. **Written Acknowledgement.** The Library shall provide prompt written acknowledgement to donors, including the amount of monetary gifts. Upon request of the donor, gifts to the Library can be made anonymously and donor information will be kept confidential.

Mount Prospect Public Library
Gift and Donation Policy

- B. **Valuation.** The Library will not issue a statement to the donor regarding the deemed value of non-monetary gifts. Where recognition is dependent upon the value of a gift, whether an in-kind gift, a book or collection of books, or other type of non-monetary gift, an independent, qualified appraisal may be initiated by the prospective donor and at the donor's expense. The Library will provide upon request a letter of acknowledgment to a donor describing the gift and its apparent condition.

IV. Naming Rights

- A. **Donor Wall.** The primary opportunity for named recognition in the Library is through the Donor Wall. The monetary thresholds for wording and size shall be available upon request to the Library.
- B. **Space and Resource Naming.** The Board will consider honorary names for certain Library spaces or other resources as a means to acknowledge extraordinary gifts to the Library. Proposals for naming recognition should be submitted to the Library's Executive Director for consideration by the Board.

Any donations made for naming opportunities for tangible items are made with the understanding that these items will be used and disposed of at the library's discretion, unless otherwise mutually agreed upon by the donor and Library at the time the donation is accepted. All naming opportunities must be consistent with the Library's policies and the following guidelines.

1. The terms and conditions of naming recognition shall be confirmed in writing by an Agreement signed by the donor and the library.
2. The naming is not likely to be perceived as an endorsement of an individual, organization, product or service and will not impose a restriction on the Library as a condition of the donation for naming purposes. No product logos or commercial signatures are allowed in the design of any named recognition signage.
3. Naming opportunities do not extend beyond the useful life of the spaces, facilities, equipment, library collections, or other named elements.
4. The Library reserves the right to alter or terminate an agreed-upon naming designation under unusual or extraordinary circumstances. If circumstances change for a named element or area, the Library, in conjunction with the donor as much as possible, will determine if an alteration or relocation of recognition is appropriate and feasible. Factors to be considered include, but are not limited to:
 - i. Circumstances change for the named element, e.g., it is significantly altered, is no longer needed/ceases to exist, is replaced, is significantly renovated or is no longer in use.
 - ii. If the individual or corporation is engaged in activities that are in conflict with the library's mission and values or is involved in disreputable or criminal activities that would reflect poorly on the Library.
 - iii. The pledge obligation is unfulfilled.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

April 2023

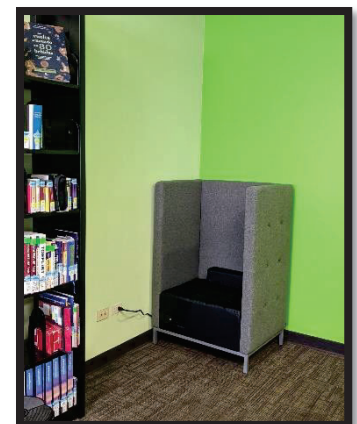
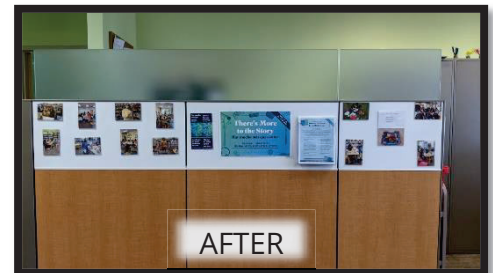
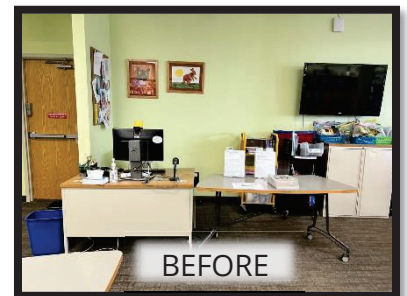
Youth Services

- 1) LOTE4Kids is a web resource that provides picture books in various languages. We have seen increased usage due to our active promotion of this resource at school events. In April, 31 stories were watched, with Ukrainian titles being some that were accessed.
- 2) For National Library Week, a patron sent flowers to Youth Services to celebrate! The lovely bouquet was delivered during our monthly meeting, so it was a nice surprise enjoyed by all.
- 3) Esli Avalos joined Youth Services on April 24 as the Youth Outreach Librarian. She is excited to start working with the park districts, homeschool groups, and other community organizations in Mount Prospect.



South Branch & Community Engagement

- 1) We are enjoying the most recent upgrades to our space. The staff workstation gives us a semi-private space to conduct circulation processes and for staff to work on tasks and projects out of the public view. We are taking advantage of the magnetic section of the wall for displays. We also added comfortable, private seating with integrated power for patrons, and are planning on adding a table.
- 2) Earth Day, Birthday! was the theme of this month's Play and Learn, the bilingual Spanish/English program for children ages 2-5 we present weekly with staff from the Village's Human Services Department. Kids covered paper plates with squares of tissue paper to represent the water and land of earth.
- 3) We hosted a second successful Community Blood Drive in partnership with Versiti and filled 27 spots despite the stormy weather. One patron, a frequent donor, reported that this was one of the best donor experiences he's had. We will host another drive in October.
- 4) We met with the Outreach Coordinator of HANA, an organization whose mission it is to empower Korean American and multi-ethnic immigrant communities through social services, education, culture, and community organizing to advance human rights. We discussed ways we might collaborate to benefit the Mount Prospect community.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 5) Our monthly take and make craft kit, pipe cleaner flowers, was a big hit with kids and adults alike.



Research

- 1) We had the highest number of study room turnaways (77) since we began recording this statistic in June 2022. The study rooms continue to be popular with patrons of all ages and quite often they are all in use, especially in the late afternoon/early evening hours.
- 2) We also had the highest number of Mac Studio reservations (76) since the workstations were launched. Several patrons are working on long-term projects and have become our regulars. One patron has been creating an interactive PDF of his mother's recipe cards using Adobe InDesign. He had no previous experience with using Mac or Adobe products and staff have helped him establish the process for setting up the content in a searchable format. Ultimately, he will share the file with relatives to memorialize his mother.
- 3) The highest in-person program attendance was "Gardening Basics for Beautiful Spaces" with 74 attendees. The program was a new collaboration with the Garden Club of Mount Prospect and was presented by their members. Many patrons liked that there were multiple speakers.



Fiction/AV/Teen

- 1) During April Teen Volunteering, 15 teens created encouraging art tiles to decorate safe houses run by the WINGS Program, an organization dedicated to ending domestic violence.
- 2) 85 patrons attended (and judging by comments, very much enjoyed) a performance by the River Trails Middle School Steel Drum Band.
- 3) Students from River Trails Middle School's Heritage Spanish program came for a tour, library card sign-up, and booktalks of Spanish-language books.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Registration

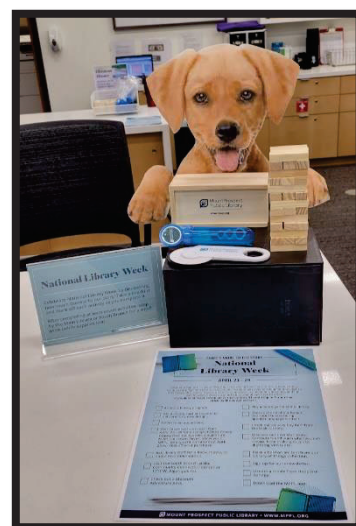
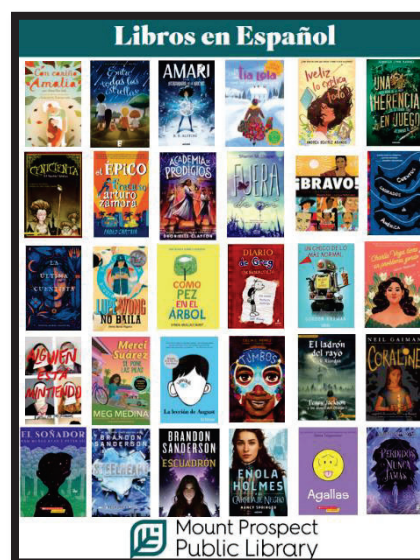
- 1) Staff went to two school outreach events in April and handed out over 230 books.
- 2) During a River Trails Middle School student visit on April 28, ten new library cards were issued.

Circulation

- 1) We installed a National Library Week display in the display case at the entrance of the Main Library highlighting this year's theme, "There's More to the Story." It featured staff, patrons, and events at the South Branch. The Patron Services desk also took part in National Library Week by offering a checklist for patrons to participate in library events and win prizes.
- 2) The 24/7 Hold Lockers received a software upgrade, which has them running more smoothly than ever. Patron usage of the lockers remains steady, with about 2,331 items checked out from the lockers in the month of April.
- 3) Expansion of the Library of Things collection continues – craft items have been popular, we continue to add new puzzles and games to the collection and are expanding the selection of lawn games as the weather improves. We started circulating three Virtual Reality headsets in April. Circulation staff inspected 214 Library of Things items in the month of April, ensuring that items remain in good condition as they move from one patron to the next.

Building & Security

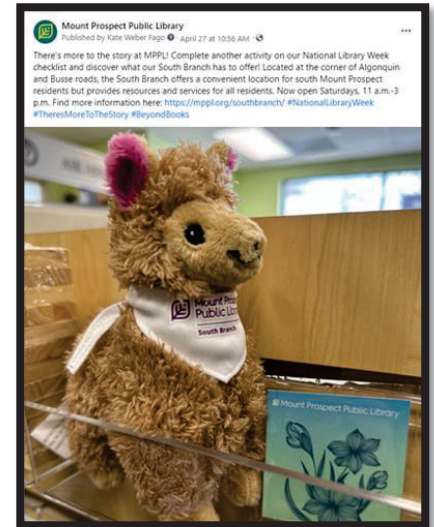
- 1) We completed maintenance for the roof smoke hatches as recommended in the Capital Assessment Study. These are ventilation openings used during an interior fire to ventilate the smoke out of the stairwells. The flashing and ridge insulation was repaired, and the hatches were repainted.
- 2) We continue to work on the exterior precast concrete and caulking project, and are working with a construction firm, our architect, and a specialized engineer to draft specifications for the repair. This work has required removal of some masonry and portions of the plaster ceiling to see and evaluate the damage. Once the specifications are completed, we will proceed to a closed bid process, which the board will be asked to approve. The goal is to have the repair work done as soon as reasonable.



Mount Prospect Public Library Monthly Library Report for Board of Trustees

Marketing

- 1) On occasion, we receive direct responses to the email newsletter campaigns asking for assistance or inquiring about programming. One reader requested that we continue to provide programs virtually – as they were unable to come into the building for health reasons – and had mentioned one program in particular: “Wills, Trusts, and Estate Planning Basics.” Although the program did take place in person, the presentation was recorded and posted on YouTube, so we followed up and sent the link to the person, who was very grateful.
- 2) Our April top performing posts on social media were all National Library Week based.



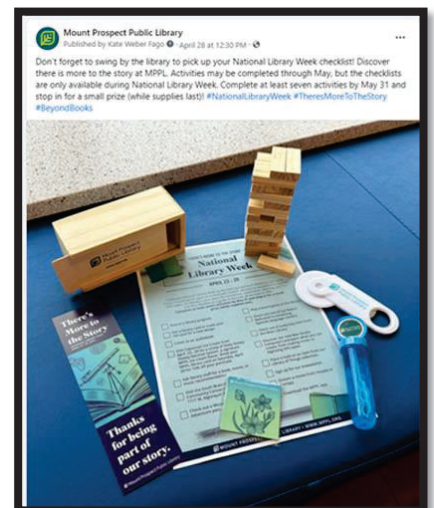
Information Technology

- 1) A new and improved wide-format graphics printer was installed in the Marketing Department – it prints on large paper rolls (up to 44" wide) and brighter colors.



Human Resources & Learning

- 1) Number of open positions: 2
 - a. Content Creator (PT)
 - b. Fiction/AV/Teen Assistant Department Head (FT)
- 2) Number of vacant positions filled: 3
 - a. Fiction/AV/Teen Assistant (PT)
 - b. Advisory & Programming Librarian (FT)
 - c. Early Childhood Outreach Librarian (FT)
- 3) Number of separations: 1
- 4) Staff anniversaries:
 - a. Daniel Criscione, Technology Librarian, 5 years
 - b. Carolyn Lau, Circulation Assistant, 5 years
 - c. Celeste Ryan, Page, 5 years
 - d. Jaime Lopez, Computer Services Supervisor, 10 years



Friends of the Mount Prospect Public Library

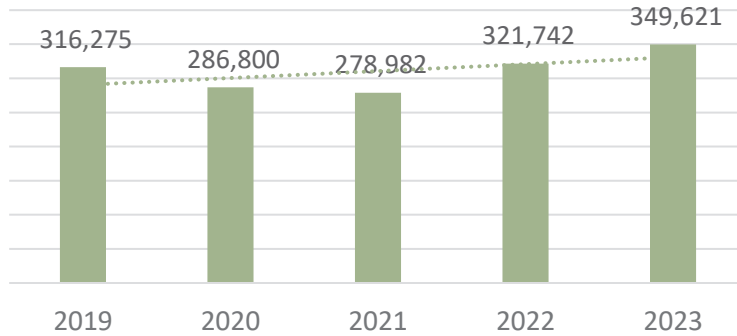
- 1) The Friends had a successful book sale the weekend of April 15-16 with receipts totaling over \$12,000. The weather cooperated so they were able to use the garage space.

Mount Prospect Public Library Foundation

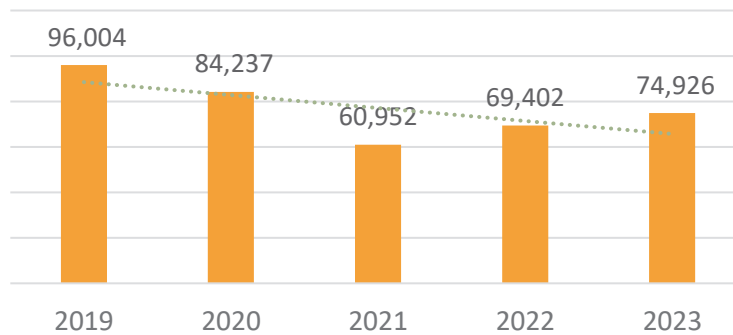
- 1) The Fundraising Committee is developing content for a mid-year update for donors that will be sent out in May or June.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

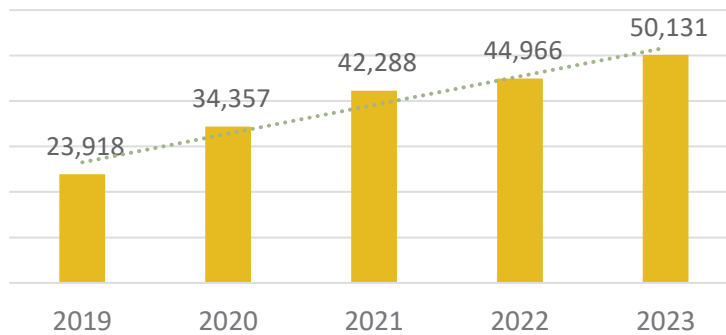
Overall Circulation YTD



AV Circulation YTD



eMedia Circulation YTD

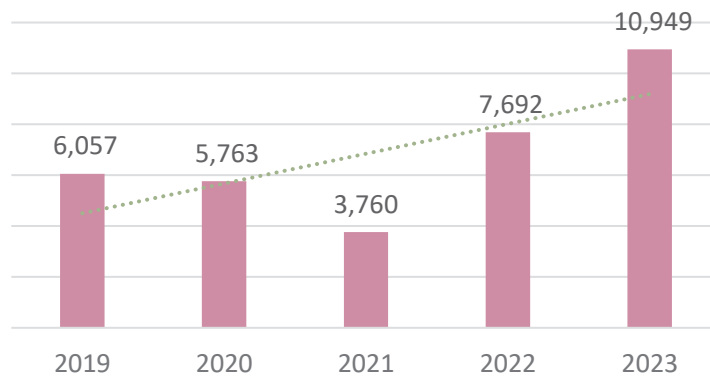


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

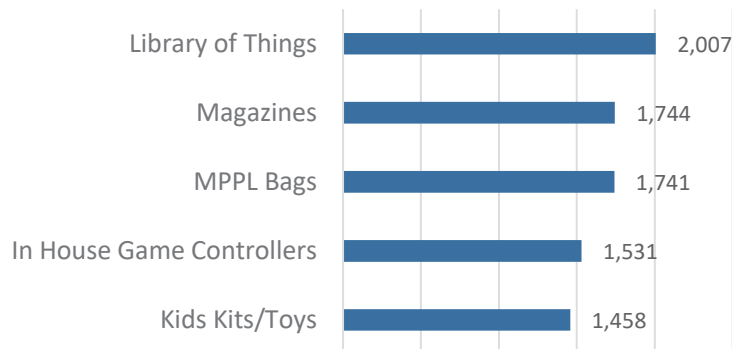
Spotlight on "Other" Circulation

Our "other" category includes everything that is not a book, DVD/CD, or eMedia. Circulation is growing rapidly, primarily due to the expansion of Library of Things items. Below are some statistics about our "other" usage in April 2023.

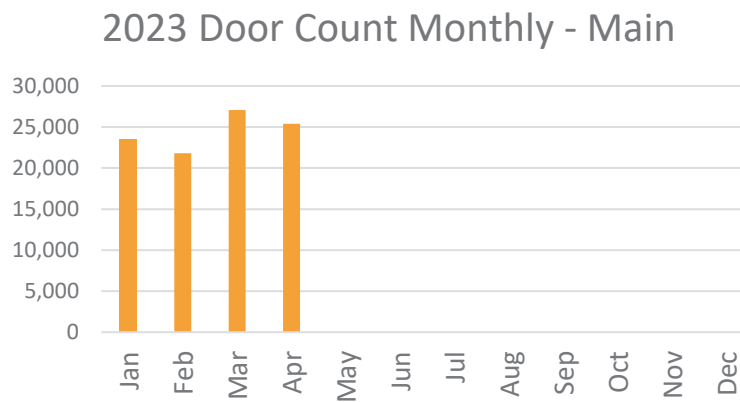
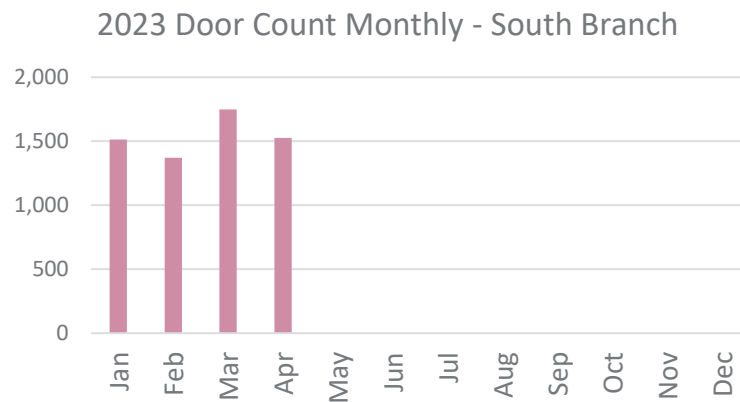
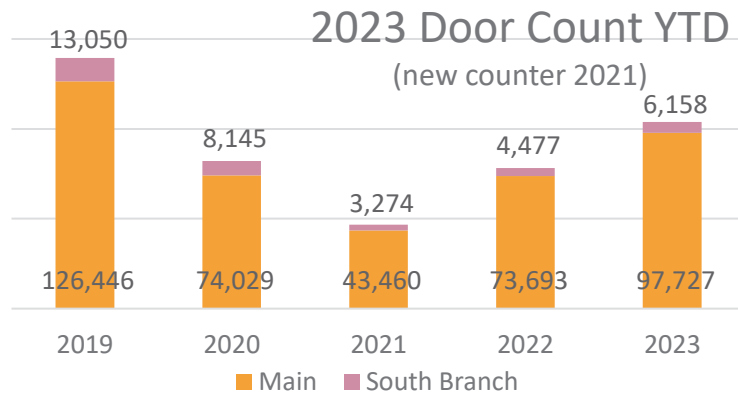
Other Circulation YTD



April 2023 Most Popular "Other"

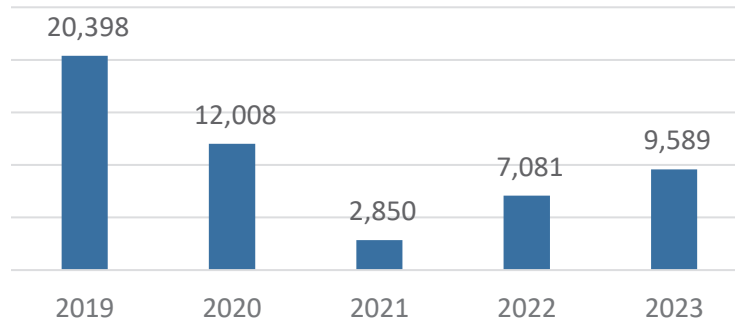


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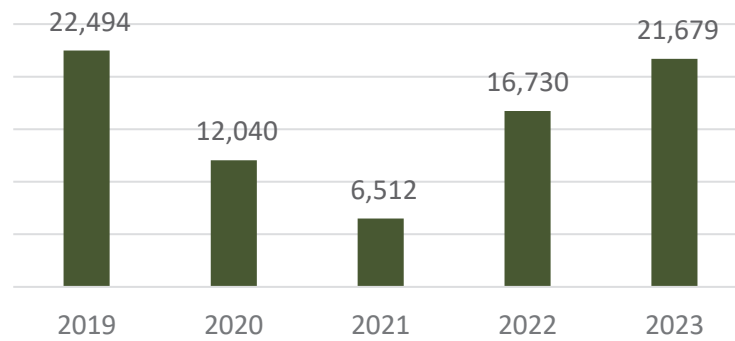


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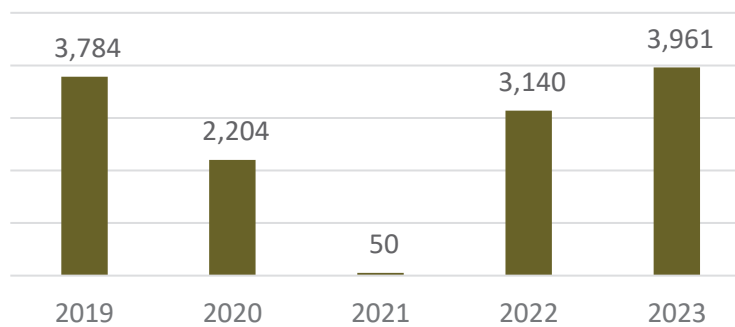
Public Computer Hours Usage YTD



Wireless Unique Users YTD

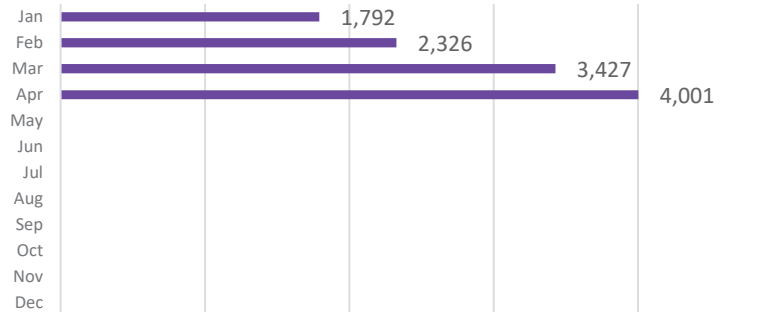


Study Room Usage YTD

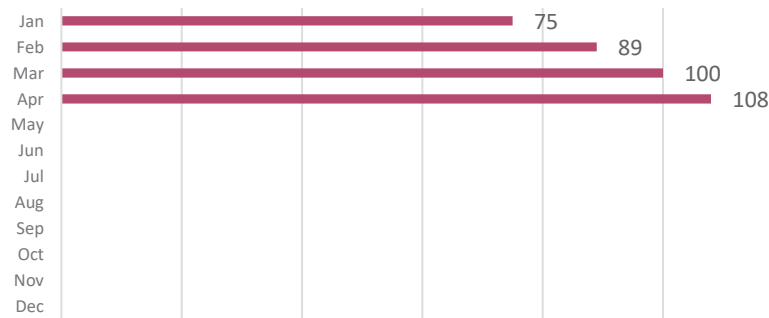


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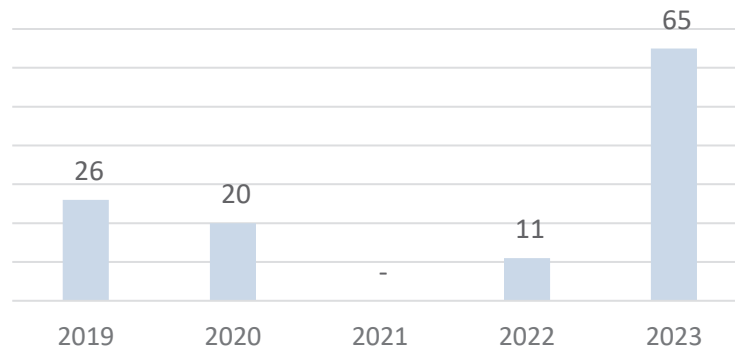
2023 Program Attendance Monthly



2023 Number of Programs Monthly



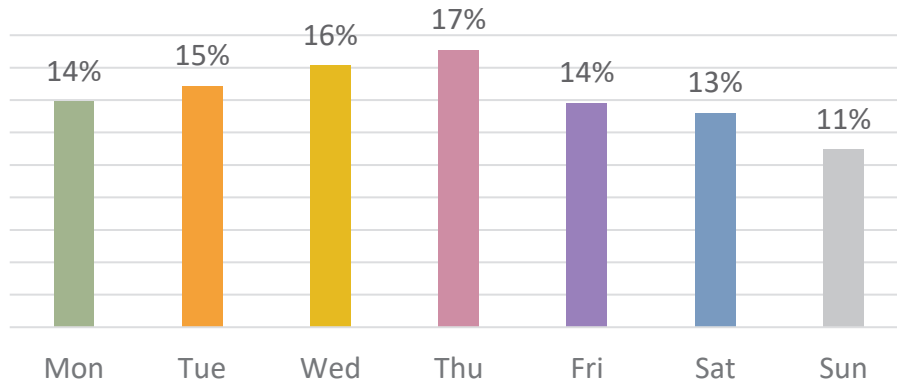
Meeting Room Usage by Public YTD



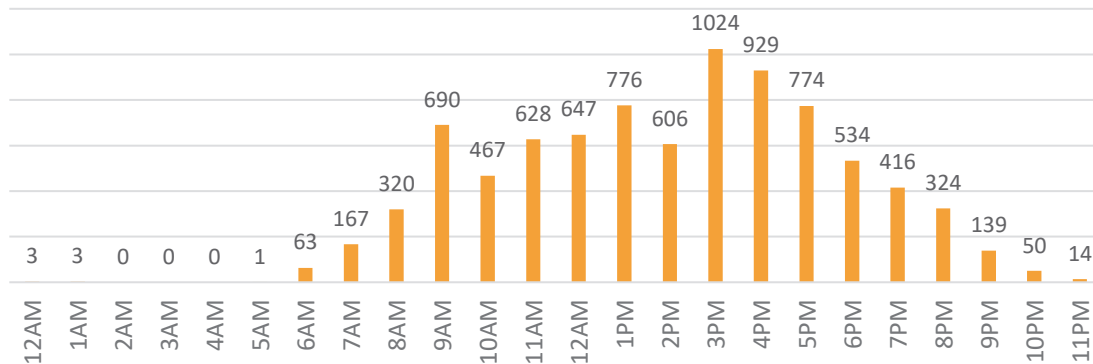
Mount Prospect Public Library
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Special Pick-Up Locker Supplement: Statistics since the installation in January 2022

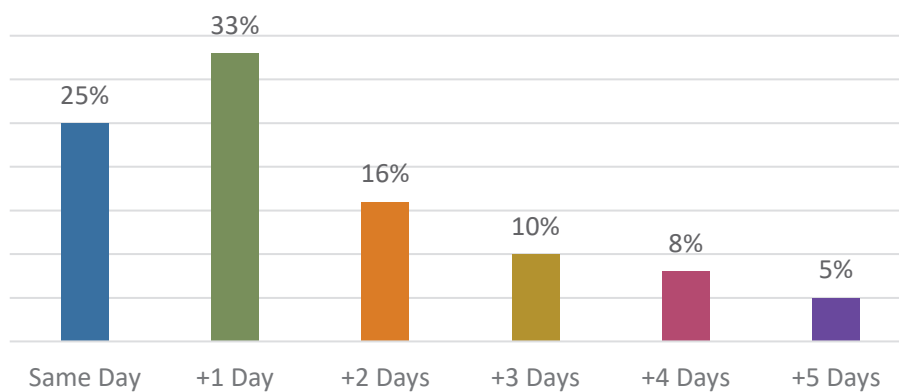
Lockers: Day of the Week



Lockers: Hour of the Day



Lockers: Days to Pick Up



April 2023 Strategic Plan Progress Report

Items Completed in April 2023

1. No new items were completed in April 2023.

Selected In Progress Items

1. **South Branch Shared Space (A1D).** Evaluate the partnership with the Village and Human Services to define the benefits and requirements of sharing the Community Connections Center space.
 - a. South Branch staff will be participating in a retreat on Monday, May 15 to address this activity.
2. **Master Plan (A1A, A1B).** Contract with an architect to complete a facility Master Plan for the Main Library. Identify implementation timeline and funding of the facility Master Plan for the Main Library.
 - a. The final floor plans are with the architects and are in the costing phase, which we expect to have back by the end of June. The first project of the master plan (southeast corner) ideally will be completed prior to going live with the CCS consortium in October 2024. A large part of the renovation is purchasing a new Automated Materials Handler (sorter), and the lead time for placing an order impacts the decision timeline. At the May Board meeting, we will review the timeline of the project, including necessary decision dates to be able to meet our goals.
3. **New Website (A2B).** Create a new patron-focused website with simplified navigation and standardized naming conventions.
 - a. The beta site is completed, and staff are conducting a final review of the new website. Unless something unexpected happens, we will go live with the new website on May 31.