

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

Regular Board Meeting  
January 18, 2024, 7:00 p.m.  
Youth Program Room 119b

**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** An opportunity for the public to comment briefly on matters included on the agenda or of interest to and within the jurisdiction of the Board. Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of November 16, 2023 **(4-6)**
  - b. November 2023 and December 2023 Bills and Financial Reports **(7-28)**
  - c. Approve Resolution No. 2024-1 Acknowledging Payment to Mount Prospect Public Library Under Terms of the Ground Lease by the Village of Mount Prospect **(29)**
  - d. Approve transfer of unexpended balance of \$1,500,000 from Library Fund to Capital Reserve Fund effective prior to 12/31/2023
6. **Community Partnerships/Outreach Presentation,** Beth Corrigan-Buchen, Community Engagement Director
7. **2023 Year-End Financial Review,** Malachi Kohlwey, Finance Manager
8. **Executive Director Report (3)**
  - a. November 2023 Library Activity Report **(30-39)**
  - b. December 2023 Library Activity Report **(40-51)**
  - c. Strategic Plan Update **(52-58)**
  - d. CCS and Renovation Update **(59-60)**
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
  - a. January 22 – Foundation Board Meeting – Kristine O'Sullivan
  - b. January 24 – Dynamic Year Breakfast
  - c. February 1 – Committee of the Whole Meeting – recommend cancel

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

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- d. February 3 – Shining Stars Gala
- e. February 15, 7:00 p.m. Regular Board Meeting
  - i. Resolutions of Appreciation for Foundation and Friends
  - ii. Approve Non-Resident Card Fee
  - iii. Approve Illinois Public Library Annual Report (IPLAR)
  - iv. Review results of staff engagement survey
- f. February 26 – Foundation Board Meeting - open

**11. Adjournment**

**Library Director Report  
January 18, 2024**

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately.

Included in the consent agenda is the regular year-end transfer from the Library Fund to the Capital Reserve Fund. This amount includes funds over and above the 50-75% reserve goal. The amount is higher than budgeted due to the normal variance in the overall budget, but primarily due to the significantly increased interest income received in 2023.

2. **Community Partnerships/Outreach Presentation.** This is agenda item 6. Beth Corrigan-Buchen, Community Engagement Director, will provide an overview of the library's existing community partnerships and outreach efforts.
3. **2023 Year-End Financial Review.** This is agenda item 7. Finance Manager Malachi Kohlwey will present the year-end financial review for 2023. Overall, we received 100.22% of anticipated revenue, and came in about 8% under our budgeted expenditures.
4. **CCS and Renovation Update.** This is agenda item 8. Beginning this month there will be a separate document providing updates on both the CCS migration and the Project A renovation. See the packet for the new document.
5. **2024 Shining Stars Gala.** The 2024 Shining Stars Gala will be held Saturday, February 3, 2024 at 6:00 p.m. at the Olive Palace Banquets in Mount Prospect. Please notify staff if you'd like to attend.
6. **2024 Dynamic Year Breakfast.** The Mount Prospect Chamber of Commerce is hosting their annual Dynamic Year Breakfast with a State of the Village address by Mayor Paul Hoefert. It will be held on Wednesday, January 24 at 7:30 a.m. at the Old Orchard Country Club in Mount Prospect. Please notify staff if you'd like to attend.

**Regular Board Meeting  
November 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 7:00 p.m. by Marie Bass, President.

2. Roll Call

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

Absent: Mary Anne Benden

Staff Present: Anne Belden, Jo Broszczak, Tom Garvin, Malachi Kohlwey, Elizabeth Ludemann, John Lykowski, Allison Nettnin, Su Reynders, Virginia Schlachter, Loreen Stone, Nancy Vincent, Jan Vlcek, Suzanne Yazel

Visitors: John Schlachter, George Vincent

3. Public Comment

There was no public comment.

4. Recognition of Staff and Volunteers

a. Proclamation – Recognition of significant employee anniversaries

President Bass read aloud the proclamation that recognized the following employees who celebrated significant anniversaries in 2023.

40 Years

Virginia Schlachter

35 Years

Josephine Broszczak

30 Years

Julie Collins

25 Years

Mary Danaher  
John McInnes  
Anne V. Shaughnessy  
Mary E. Siarkiewicz  
Loreen Stone

20 Years

Janet Frye  
Carol Helwink

15 Years

Rebeca Ferreira  
John Lykowski  
Kristen Morandi  
Miriam Nakazawa

10 Years

Coriell DeCapri  
Joanne Greenwald  
Jaime Lopez  
Maria Romero  
Nancy Vincent

5 Years

Maksim Agolli  
Michael Barba  
Daniel Criscione  
Rory Dennison  
Debbie Fitzgerald  
Devin Gackle  
Julie Jurgens  
Carolyn Lau  
Rachel Martin  
Allison Nettnin  
Celeste Marie Ryan  
David Stanich  
Kelly Watson  
Abby Weaver

b. Proclamation – Recognition of library volunteers

President Bass read aloud the proclamation that recognized the following library volunteers who celebrated significant anniversaries in 2023.

20 Years

Barbara Sprenger  
Jan Vlcek

10 Years

Nancy Reese

5 Years

Sue Bender

5. President's Report

President Bass reminded the Board to sign up for the Joint Boards Dinner social event to be held on Tuesday, November 28.

6. Consent Agenda

- a. Minutes of Regular Board Meeting of October 19, 2023
- b. October 2023 Bills and Financial Reports
- c. Acknowledge Per Capita Grant Application

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

7. Structure & Sealants Capital Project Update

Tom Garvin, Department Head of Building and Security, gave a presentation on the update of the Structure and Sealants Capital Project. He reported that the project will be completed by the third week in December, weather permitting.

8. Review/Approve Emergency Succession Plan

Executive Director Su Reynders reviewed the Emergency Succession Plan and answered questions. The Board suggested some minor changes to the plan.

Motion was made by Trustee Groenwald and seconded by Trustee O'Sullivan to approve the Emergency Succession Plan as amended. Call Vote: AYES: Bass, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: Benden. ABSTAIN: None. Motion carried.

9. Executive Director Report

Director Reynders gave a presentation on the Master Facility Plan specifically addressing the first floor renovation of the Lobby, and the Circulation, Registration, and Technical Services workrooms. She explained the timeline of the project including the renovation communication plan. She reported that the library will go out to bid in January and the recommended bids will be presented to the Board at the February 15, 2024 Regular Board meeting.

10. Trustee Reports and Comments

Trustee Haas reported that former Mayor Gerald “Skip” Farley of Mount Prospect sadly passed away on November 13.

11. Closed Session

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.

Motion was made by Trustee O’Sullivan and seconded by Trustee Haas to adjourn to closed session at 8:01 p.m. Roll Call Vote: AYES: Bass, Fulk, Gilligan, Groenwald, Haas, O’Sullivan. NAYS: None. ABSENT: Benden. ABSTAIN: None. Motion carried.

12. Reconvene Open Session

Open session was reconvened at 8:04 p.m.

Motion was made by Trustee O’Sullivan and seconded by Trustee Gilligan to approve and release the closed minutes of March 16, 2023; and approve and not release the closed minutes of October 5, 2023. Voice vote carried.

Motion was made by Trustee Haas and seconded by Trustee Groenwald to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees. Voice vote carried.

13. Upcoming Meetings and Events Calendar

- a. November 21, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
- b. November 27 – Foundation Board Meeting – Kristine O’Sullivan
- c. November 28 – 6:00 p.m. Joint Boards Dinner social event
- d. December 7 – Committee of the Whole Meeting (canceled)
- e. December 21, 7:00 p.m. – Regular Board Meeting
  - i. Village of Mount Prospect Ground Lease Resolution
- f. No Foundation Board Meeting held in December

14. Adjournment

Motion was made by Trustee Haas and seconded by Trustee O’Sullivan to adjourn the Regular Board meeting at 8:05 p.m. Voice vote carried.

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Sylvia G. Fulk, Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of December 31, 2023

Library General Fund	7,159,656.18
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,547,291.94
Debt Service Fund	0.00
Gift Fund	572,316.28
<b>Total All Funds</b>	<b>15,395,310.66</b>

#### Disbursements December 2023

<b>\$ 944,533.03</b>
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#### Financial Summary

##### Fund Balances

Combined Library General & Working Cash Funds	\$ 9,275,702.44
Annual Operating Budget 2023	\$ 10,143,700.00
Combined Balance - Months in Reserve	11.0
Combined Balance - Percentage in Reserve	91.4%

##### YTD December Spending

- \* We're on target with spending, and our YTD percentage expended is 91.9%
- \* Last year at this time, we had expended 93.4%

##### Levy Collection

- \* To date, 100.22% of the total Tax revenue has been collected

# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 12/31/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$3,223,357.07	\$0.00	\$0.00	\$0.00	\$0.00	\$3,223,357.07
Interest Income	\$30,576.68	\$0.00	\$27,336.70	\$0.00	\$0.00	\$57,913.38
Miscellaneous Fees	\$2,547.79	\$0.00	\$0.00	\$0.00	\$0.00	\$2,547.79
Friends Reimbursement	\$1,692.56	\$0.00	\$0.00	\$0.00	\$0.00	\$1,692.56
Miscellaneous Income	\$1.00	\$0.00	\$0.00	\$0.00	\$229.42	\$230.42
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$68.99	\$68.99
<b>Total Revenues</b>	<b>\$3,258,175.10</b>	<b>\$0.00</b>	<b>\$27,336.70</b>	<b>\$0.00</b>	<b>\$298.41</b>	<b>\$3,285,810.21</b>
<b>Expenses</b>						
Salaries & Benefits	\$582,675.14	\$0.00	\$0.00	\$0.00	\$0.00	\$582,675.14
Management Expense	\$44,305.78	\$0.00	\$0.00	\$0.00	\$0.00	\$44,305.78
Operating Expense	\$151,179.09	\$0.00	\$0.00	\$0.00	\$0.00	\$151,179.09
Building Expense	\$33,080.66	\$0.00	\$2,613.81	\$0.00	\$0.00	\$35,694.47
Library Materials	\$115,120.53	\$0.00	\$0.00	\$0.00	\$0.00	\$115,120.53
Reimbursable Expense	\$5,903.69	\$0.00	\$0.00	\$0.00	\$0.00	\$5,903.69
Capital Outlay	\$0.00	\$0.00	(\$42,948.63)	\$0.00	\$0.00	(\$42,948.63)
<b>Total Expenses</b>	<b>\$932,264.89</b>	<b>\$0.00</b>	<b>\$45,562.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$977,827.33</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$4,833,745.97</b>	<b>\$2,116,046.26</b>	<b>\$5,565,517.68</b>	<b>\$0.00</b>	<b>\$572,017.87</b>	<b>\$13,087,327.78</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$2,325,910.21</b>	<b>\$0.00</b>	<b>(\$18,225.74)</b>	<b>\$0.00</b>	<b>\$298.41</b>	<b>\$2,307,982.88</b>
<b>ENDING FUND BALANCE</b>	<b>\$7,159,656.18</b>	<b>\$2,116,046.26</b>	<b>\$5,547,291.94</b>	<b>\$0.00</b>	<b>\$572,316.28</b>	<b>\$15,395,310.66</b>



# Mount Prospect Public Library

## Revenue Report

For the Period Ended 12/31/2023

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
<b>Library Fund</b>						
Property Taxes	\$3,223,357.07	\$10,710,254.77	\$10,687,240.00	(\$23,014.77)	100.22%	(0.22%)
Illinois Per Capita Grant	\$0.00	\$83,856.70	\$83,856.00	(\$0.70)	100.00%	(0.00%)
Interest Income	\$30,576.68	\$346,793.42	\$0.00	(\$346,793.42)	0.00%	0.00%
Fees	\$2,439.34	\$30,949.57	\$12,700.00	(\$18,249.57)	243.70%	(143.70%)
For Sale Items	\$108.45	\$611.00	\$200.00	(\$411.00)	305.50%	(205.50%)
Miscellaneous Income	\$1.00	\$70,007.34	\$0.00	(\$70,007.34)	0.00%	0.00%
Friends Reimbursement	\$1,692.56	\$5,949.42	\$34,200.00	\$28,250.58	17.40%	82.60%
Foundation Reimbursement	\$0.00	\$9,911.90	\$9,675.00	(\$236.90)	102.45%	(2.45%)
Village Reimbursement	\$0.00	\$6,289.07	\$1,750.00	(\$4,539.07)	359.38%	(259.38%)
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	<u>\$3,258,175.10</u>	<u>\$11,264,623.19</u>	<u>\$10,829,621.00</u>	<u>(\$435,002.19)</u>	<u>104.02%</u>	<u>(4.02%)</u>
<b><u>Working Cash Fund</u></b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>	<u>0.00%</u>
Total Working Cash Fund	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>	<u>0.00%</u>
<b><u>Capital Projects Fund</u></b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$27,336.70	\$281,019.48	\$0.00	(\$281,019.48)	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	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$600,000.00</u>	<u>\$600,000.00</u>	<u>0.00%</u>	<u>100.00%</u>
Total Capital Projects Fund	<u>\$27,336.70</u>	<u>\$281,019.48</u>	<u>\$600,000.00</u>	<u>\$318,980.52</u>	<u>46.84%</u>	<u>53.16%</u>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 12/31/2023

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
<b><u>Debt Service Fund</u></b>						
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	<u>\$0.00</u>	<u>\$3,557.61</u>	<u>\$0.00</u>	<u>(\$3,557.61)</u>	<u>0.00%</u>	<u>0.00%</u>
<b><u>Gift Fund</u></b>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$229.42	\$4,826.01	\$5,000.00	\$173.99	96.52%	3.48%
Donations	\$68.99	\$12,547.05	\$0.00	(\$12,547.05)	0.00%	0.00%
Total Gift Fund	<u>\$298.41</u>	<u>\$17,373.06</u>	<u>\$5,000.00</u>	<u>(\$12,373.06)</u>	<u>347.46%</u>	<u>(247.46%)</u>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 12/31/2023

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$515,523.60	\$5,559,185.18	\$5,840,000.00	\$280,814.82	95.19%	4.81%
IMRF	\$30,151.90	\$319,421.25	\$335,000.00	\$15,578.75	95.35%	4.65%
MC/FICA	\$36,999.64	\$399,908.04	\$447,000.00	\$47,091.96	89.46%	10.54%
Medical Insurance	\$0.00	\$683,046.60	\$820,000.00	\$136,953.40	83.30%	16.70%
Life Insurance	\$0.00	\$1,703.74	\$3,000.00	\$1,296.26	56.79%	43.21%
Unemployment Compensation Tax	\$0.00	\$21,977.10	\$23,000.00	\$1,022.90	95.55%	4.45%
Total Salaries & Benefits	<u>\$582,675.14</u>	<u>\$6,985,241.91</u>	<u>\$7,468,000.00</u>	<u>\$482,758.09</u>	<u>93.54%</u>	<u>6.46%</u>
Management Expenses						
Audit	\$0.00	\$5,400.00	\$5,400.00	\$0.00	100.00%	0.00%
Legal Fees	\$0.00	\$4,747.50	\$5,000.00	\$252.50	94.95%	5.05%
Printing	\$25,141.01	\$96,286.86	\$121,000.00	\$24,713.14	79.58%	20.42%
Marketing	\$2,551.55	\$40,680.56	\$58,000.00	\$17,319.44	70.14%	29.86%
Professional Dues	\$3,416.00	\$16,859.99	\$17,500.00	\$640.01	96.34%	3.66%
Board Development	\$218.00	\$3,494.80	\$7,500.00	\$4,005.20	46.60%	53.40%
Human Resources	\$13,356.34	\$155,494.36	\$158,400.00	\$2,905.64	98.17%	1.83%
Other Operating	(\$377.12)	\$44,947.34	\$54,900.00	\$9,952.66	81.87%	18.13%
Total Management Expenses	<u>\$44,305.78</u>	<u>\$367,911.41</u>	<u>\$427,700.00</u>	<u>\$59,788.59</u>	<u>86.02%</u>	<u>13.98%</u>
Operating Expenses						
Telecommunications	\$4,002.82	\$38,269.34	\$35,550.00	(\$2,719.34)	107.65%	(7.65%)
Insurance	\$98,676.05	\$103,413.51	\$122,000.00	\$18,586.49	84.77%	15.23%
Office Supplies	\$1,308.19	\$20,670.20	\$27,350.00	\$6,679.80	75.58%	24.42%
Library Supplies	\$306.33	\$15,355.37	\$20,800.00	\$5,444.63	73.82%	26.18%
Postage	\$3,593.77	\$20,763.44	\$31,700.00	\$10,936.56	65.50%	34.50%
Contract Services	\$8,581.49	\$34,989.74	\$49,000.00	\$14,010.26	71.41%	28.59%
Software	\$34,710.44	\$162,559.61	\$174,500.00	\$11,940.39	93.16%	6.84%
Total Operating Expenses	<u>\$151,179.09</u>	<u>\$396,021.21</u>	<u>\$460,900.00</u>	<u>\$64,878.79</u>	<u>85.92%</u>	<u>14.08%</u>
Building Expenses						

# Mount Prospect Public Library

## Expense Report

For the Period Ended 12/31/2023

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Building Maintenance	\$3,181.63	\$133,774.61	\$132,200.00	(\$1,574.61)	101.19%	(1.19%)
Hardware & System Maintenance	\$2,912.35	\$108,833.99	\$142,700.00	\$33,866.01	76.27%	23.73%
Janitorial	\$5,697.78	\$65,119.68	\$69,900.00	\$4,780.32	93.16%	6.84%
Equipment	\$17,818.07	\$140,834.60	\$177,500.00	\$36,665.40	79.34%	20.66%
Utilities	\$3,470.83	\$38,985.76	\$77,000.00	\$38,014.24	50.63%	49.37%
Total Building Expenses	<u>\$33,080.66</u>	<u>\$487,548.64</u>	<u>\$599,300.00</u>	<u>\$111,751.36</u>	<u>81.35%</u>	<u>18.65%</u>
Services and Resources						
Adult Print	\$13,531.69	\$193,153.54	\$226,900.00	\$33,746.46	85.13%	14.87%
Adult AV	\$10,634.50	\$53,898.25	\$63,500.00	\$9,601.75	84.88%	15.12%
Youth Print	\$18,427.66	\$143,275.43	\$151,400.00	\$8,124.57	94.63%	5.37%
Youth AV	\$8,032.60	\$38,216.59	\$34,300.00	(\$3,916.59)	111.42%	(11.42%)
Magazines	\$1,393.93	\$21,092.29	\$19,300.00	(\$1,792.29)	109.29%	(9.29%)
Electronic Resources	\$11,249.41	\$181,635.70	\$181,200.00	(\$435.70)	100.24%	(0.24%)
Digital Media	\$37,041.51	\$280,420.08	\$303,800.00	\$23,379.92	92.30%	7.70%
E-Learning	\$5,088.11	\$49,400.04	\$48,000.00	(\$1,400.04)	102.92%	(2.92%)
Library of Things	\$846.63	\$46,268.61	\$50,000.00	\$3,731.39	92.54%	7.46%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$1,144.69	\$28,902.26	\$26,400.00	(\$2,502.26)	109.48%	(9.48%)
Programs	\$7,729.80	\$60,960.49	\$82,300.00	\$21,339.51	74.07%	25.93%
Total Services and Resources	<u>\$115,120.53</u>	<u>\$1,097,907.70</u>	<u>\$1,187,800.00</u>	<u>\$89,892.30</u>	<u>92.43%</u>	<u>7.57%</u>
Transfers						
	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Total Transfers	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$600,000.00</u>	<u>\$600,000.00</u>	<u>0.00%</u>	<u>100.00%</u>
Sponsored Expenses						
Foundation Expenses	\$1,185.92	\$10,843.82	\$9,675.00	(\$1,168.82)	112.08%	(12.08%)
Friends Expenses	\$3,364.85	\$10,586.87	\$34,200.00	\$23,613.13	30.96%	69.04%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
VOMP Expenses	\$1,352.92	\$9,107.28	\$1,750.00	(\$7,357.28)	520.42%	(420.42%)
Total Sponsored Expenses	<u>\$5,903.69</u>	<u>\$30,537.97</u>	<u>\$45,625.00</u>	<u>\$15,087.03</u>	<u>66.93%</u>	<u>33.07%</u>

# Mount Prospect Public Library Expense Report

For the Period Ended 12/31/2023

		<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Total Library Fund		<u>\$932,264.89</u>	<u>\$9,365,168.84</u>	<u>\$10,789,325.00</u>	<u>\$1,424,156.16</u>	<u>86.80%</u>	<u>13.20%</u>
Working Cash Fund							
200-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>	<u>0.00%</u>
<b><u>Capital Project Fund</u></b>							
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	\$2,613.81	\$619,856.89	\$240,000.00	(\$379,856.89)	258.27%	(158.27%)
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	\$42,948.63	\$83,006.27	\$0.00	(\$83,006.27)	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		<u>\$45,562.44</u>	<u>\$702,863.16</u>	<u>\$240,000.00</u>	<u>(\$462,863.16)</u>	<u>292.86%</u>	<u>(192.86%)</u>
<b><u>Debt Service Fund</u></b>							
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		<u>\$0.00</u>	<u>\$736,364.35</u>	<u>\$0.00</u>	<u>(\$736,364.35)</u>	<u>0.00%</u>	<u>0.00%</u>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 12/31/2023

		<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
<b><u>Gift Fund</u></b>							
300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$0.00	\$4,335.37	\$50,000.00	\$45,664.63	8.67%	91.33%
300-7060-99	Circulating Materials	\$0.00	\$4,941.99	\$0.00	(\$4,941.99)	0.00%	0.00%
300-7070-99	Art	\$0.00	\$9,179.94	\$0.00	(\$9,179.94)	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		<u>\$0.00</u>	<u>\$18,457.30</u>	<u>\$50,000.00</u>	<u>\$31,542.70</u>	<u>36.91%</u>	<u>63.09%</u>

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2023

Date	Source	Amount
11/01/2023	ONLINE LABELS, INC	\$94.13
11/01/2023	INSOMNIA COOKIES	\$82.69
11/01/2023	4ALLPROMOS	\$238.33
11/01/2023	WHICH WICH SANDWICHE	\$1113.61
11/01/2023	JEWEL OSCO	\$26.48
11/01/2023	AMAZON	\$112.43
11/01/2023	AMAZON	\$234.59
11/01/2023	ALA	\$247.00
11/01/2023	MICHAELS	\$59.96
11/01/2023	PLA	\$347.00
11/01/2023	INSOMNIA COOKIES	\$64.92
11/02/2023	CONSTELLATION NEW EN	\$922.13
11/02/2023	VILLAGE OF MOUNT PRO	\$31.50
11/02/2023	VILLAGE OF MOUNT PRO	\$87849.38
11/02/2023	AMAZON	\$19.70
11/02/2023	AMAZON	\$8.99
11/02/2023	AMAZON	\$8.99
11/02/2023	VANGUARD ARCHIVES	\$300.00
11/02/2023	AMAZON	\$13.01
11/02/2023	AMAZON	\$21.86
11/02/2023	BARRONS	\$29.99
11/02/2023	AMOS MEDIA COMPANY	\$574.95
11/03/2023	BAKER & TAYLOR, INC.	\$6653.60
11/03/2023	CHILDREN'S PLUS INC.	\$2057.45
11/03/2023	COMBINED ROOFING SER	\$900.00
11/03/2023	DEMCO	\$377.31
11/03/2023	ELM USA, INC.	\$321.45
11/03/2023	GAMBINO LANDSCAPING	\$295.00
11/03/2023	GRAPHIC 14 INC.	\$184.72
11/03/2023	ILLINOIS LIBRARY AS	\$75.00
11/03/2023	IMAGE SPECIALTIES OF	\$1864.00
11/03/2023	INGRAM	\$145.37
11/03/2023	KAWAMOTO INC	\$406.00
11/03/2023	LIGHTING SUPPLY	\$47.26
11/03/2023	MIDWEST TAPE	\$548.62
11/03/2023	NATYA DANCE THEATRE	\$600.00
11/03/2023	PEREGRINE, STIME, NE	\$2497.50
11/03/2023	PLAYAWAY PRODUCTS LL	\$62.94
11/03/2023	PRAIRIE STAR PRODUCT	\$300.00
11/03/2023	SMILE MAKERS	\$99.32

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2023

Date	Source	Amount
11/03/2023	TODAY'S BUSINESS SOL	\$13400.00
11/03/2023	VANGUARD IDENTIFICAT	\$3087.08
11/03/2023	WAREHOUSE DIRECT	\$895.53
11/03/2023	AMAZON	\$8.99
11/03/2023	PLA	\$347.00
11/03/2023	SMOOTHIE KING	\$56.53
11/03/2023	AMERICAN LIBRARY AS	\$300.00
11/03/2023	AMAZON	\$29.99
11/03/2023	AMAZON	\$15.39
11/03/2023	GREY HOUSE PUBLISHIN	\$292.50
11/05/2023	KD MARKET	\$22.40
11/05/2023	JELLY CAFÉ	\$377.17
11/05/2023	AMAZON	\$8.99
11/05/2023	AMAZON	\$8.99
11/05/2023	DISNEY	\$19.99
11/05/2023	DISNEY	\$19.99
11/05/2023	NETFLIX	\$15.49
11/05/2023	AMAZON	\$8.99
11/05/2023	AMAZON	\$8.99
11/05/2023	DISNEY	\$19.99
11/05/2023	DISNEY	\$19.99
11/05/2023	NETFLIX	\$15.49
11/05/2023	AMAZON	\$8.99
11/05/2023	DISNEY	\$19.99
11/05/2023	DISNEY	\$19.99
11/05/2023	NETFLIX	\$15.49
11/05/2023	DISNEY	\$19.99
11/05/2023	NETFLIX	\$15.49
11/05/2023	AMAZON	\$8.99
11/05/2023	AMAZON	\$8.99
11/05/2023	DISNEY	\$19.99
11/05/2023	NETFLIX	\$15.49
11/05/2023	MICROSOFT	\$66.00
11/05/2023	MICROSOFT	\$6.60
11/05/2023	USPS	\$503.90
11/05/2023	DISNEY	\$19.99
11/05/2023	AMAZON	\$68.99
11/05/2023	THE ARTIST'S MAGAZIN	\$39.95
11/05/2023	MEIJER	\$20.19
11/06/2023	VILLAGE OF MOUNT PRO	\$1457.88



# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2023

Date	Source	Amount
11/06/2023	DISNEY	\$19.99
11/06/2023	NAYAX LLC	\$0.10
11/06/2023	AMAZON	\$141.23
11/07/2023	AT&T ACH-Bank Draft	\$732.65
11/07/2023	YOTO USA	\$19.77
11/07/2023	NETFLIX	\$15.49
11/07/2023	NETFLIX	\$15.49
11/07/2023	NETFLIX	\$15.49
11/07/2023	AMERICAN LIBRARY AS	\$108.00
11/07/2023	GOTPRINT.COM	\$33.95
11/07/2023	UPRINTING	\$82.57
11/08/2023	AT&T ACH-Bank Draft	\$104.45
11/08/2023	AMAZON	\$7.75
11/08/2023	CHAMBER CO OP INC	\$15.00
11/08/2023	WALMART	\$34.76
11/08/2023	USPS	\$4.88
11/08/2023	AMAZON	\$23.27
11/08/2023	DISPLAYS2GO	\$168.94
11/08/2023	ONLINE LABELS, INC	\$94.13
11/09/2023	SHELL OIL COMPANY	\$34.36
11/09/2023	AFLAC-Bank Draft	\$266.81
11/09/2023	AMAZON	\$14.48
11/09/2023	AMAZON	\$11.61
11/09/2023	USPS	\$8.75
11/09/2023	FAMILY TREE MAGAZINE	\$29.96
11/10/2023	Payroll 2023-1110	\$149193.88
11/10/2023	Payroll 2023-1110	\$55800.15
11/10/2023	AMERICAN LANDSCAPING	\$608.00
11/10/2023	AT&T	\$2895.74
11/10/2023	AUTOMATIC DOORS, INC	\$335.00
11/10/2023	BAKER & TAYLOR, INC.	\$7925.23
11/10/2023	BIBLIOTHECA, LLC	\$6505.44
11/10/2023	CHILDREN'S PLUS INC.	\$215.73
11/10/2023	CHRISTOPHER KIDD & A	\$1894.67
11/10/2023	CRIMSON MULTIMEDIA D	\$126.21
11/10/2023	INGRAM	\$810.29
11/10/2023	INTERIOR TROPICAL GA	\$120.00
11/10/2023	MENARDS	\$29.33
11/10/2023	MIDWEST TAPE	\$161.44
11/10/2023	NPN360	\$9728.61

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2023

Date	Source	Amount
11/10/2023	OVERDRIVE, INC.	\$113.94
11/10/2023	PROSPECT ELECTRIC CO	\$230.00
11/10/2023	SUPERIOR INDUSTRIAL	\$158.45
11/10/2023	TECHNOLOGY MANAGEMEN	\$1229.60
11/10/2023	VARIETY VENDORS	\$149.00
11/10/2023	WAREHOUSE DIRECT	\$590.48
11/10/2023	LIMRICC UNEMPLOYMENT	\$2769.59
11/10/2023	AT&T	\$97.08
11/10/2023	REPUBLIC SERVICES #5	\$368.84
11/10/2023	EMPLOYEE BENEFITS CO	\$1535.39
11/10/2023	AMAZON	\$84.19
11/10/2023	STATION 34	\$43.85
11/10/2023	ORIENTAL TRADING	\$128.97
11/12/2023	USPS	\$9.47
11/13/2023	REBECCA JOHNS	\$400.00
11/13/2023	CHASE BANK	\$14764.29
11/13/2023	ICMA RETIREMENT TRUS	\$7029.77
11/13/2023	NETFLIX	\$15.49
11/13/2023	NETFLIX	\$15.49
11/13/2023	NETFLIX	\$19.99
11/13/2023	AMAZON	\$111.06
11/14/2023	AMAZON	\$299.87
11/14/2023	DISNEY	\$19.99
11/15/2023	AMAZON	\$39.17
11/15/2023	WP MAIL SMTP	\$149.00
11/15/2023	PEACOCK	\$39.99
11/15/2023	A24	\$35.00
11/15/2023	THE WALL STREET JOUR	\$149.97
11/16/2023	STAPLES BUSINESS ADV	\$38.97
11/16/2023	STAPLES BUSINESS ADV	\$242.87
11/16/2023	STAPLES BUSINESS ADV	\$37.92
11/16/2023	STAPLES BUSINESS ADV	\$50.72
11/16/2023	STAPLES BUSINESS ADV	\$38.07
11/16/2023	STAPLES BUSINESS ADV	\$126.06
11/16/2023	STAPLES BUSINESS ADV	\$69.46
11/16/2023	STAPLES BUSINESS ADV	\$110.88
11/16/2023	AQUENT LLC	\$430.00
11/16/2023	4-IMPRINT	\$251.46
11/16/2023	SOCIALPILOT TECHNOLO	\$210.00
11/16/2023	BAGSINBULK.COM	\$266.40

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2023

Date	Source	Amount
11/16/2023	USPS	\$9.47
11/16/2023	JEWEL OSCO	\$6.99
11/16/2023	WALMART	\$32.94
11/16/2023	PLA	\$347.00
11/16/2023	PLA	\$347.00
11/16/2023	VISTAPRINT	\$386.95
11/16/2023	DEMCO	\$33.93
11/16/2023	DEMCO	\$19.94
11/16/2023	AMAZON	\$57.81
11/17/2023	ANDERSON LOCK CO. LT	\$396.18
11/17/2023	AUTOMATIC DOORS, INC	\$620.00
11/17/2023	B2B TECHNOLOGIES	\$320.00
11/17/2023	BAKER & TAYLOR, INC.	\$5620.03
11/17/2023	DANIEL CELIS	\$85.00
11/17/2023	DELL MARKETING L.P.	\$6737.92
11/17/2023	F.E.MORAN, INC. FIRE	\$2720.00
11/17/2023	GALE	\$22.39
11/17/2023	ID LABEL, INC.	\$120.50
11/17/2023	INGRAM	\$584.74
11/17/2023	INTEGRATED CONTROL T	\$85.00
11/17/2023	MARK VALENTI	\$400.00
11/17/2023	MCCLUSKEY ENGINEERIN	\$1932.00
11/17/2023	MIDWEST TAPE	\$332.92
11/17/2023	OVERDRIVE, INC.	\$2382.61
11/17/2023	SOUND INCORPORATED	\$357.50
11/17/2023	W. W. GRAINGER, INC.	\$496.11
11/17/2023	WAREHOUSE DIRECT	\$371.28
11/17/2023	UNCLE GOOSE	\$161.04
11/17/2023	WALMART	\$9.96
11/17/2023	STATION 34	\$63.88
11/19/2023	AMAZON	\$127.97
11/19/2023	DOLLAR TREE	\$20.00
11/19/2023	AMAZON	\$133.27
11/19/2023	THE TEACHING COMPANY	\$137.30
11/19/2023	USPS	\$21.54
11/19/2023	MENARDS	\$34.12
11/19/2023	SYNOLOGY C2 OPERATIO	\$795.20
11/19/2023	ISTOCK PHOTO	\$70.00
11/20/2023	COMCAST BUSINESS	\$189.90
11/20/2023	AMAZON	\$48.27

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2023

Date	Source	Amount
11/20/2023	AMAZON	\$11.66
11/20/2023	FIVE BELOW	\$23.00
11/20/2023	THE BEAR FACTORY LLC	\$465.25
11/20/2023	EXPERT AQUARIUM SERV	\$400.00
11/20/2023	BARNES & NOBLE	\$234.92
11/20/2023	IMAGINATION PLAYGROU	\$80.68
11/20/2023	TARGET-CC-5648	\$76.48
11/20/2023	TARGET	\$69.53
11/20/2023	OFFICE DEPOT	\$65.81
11/20/2023	THE WALL STREET JOUR	\$59.99
11/20/2023	AWESOME BALLOON CREA	\$300.00
11/21/2023	AMAZON	\$215.21
11/22/2023	EMPLOYEE BENEFITS CO	\$1535.39
11/22/2023	EMPLOYEE BENEFITS CO	\$1535.39
11/22/2023	AMAZON	\$105.43
11/23/2023	PROMOTIONS NOW	\$784.56
11/23/2023	AMAZON	\$8.99
11/23/2023	USPS	\$7.15
11/23/2023	USPS	\$41.65
11/23/2023	FUN EXPRESS	\$67.55
11/23/2023	PADLET SOFTWARE	\$24.00
11/23/2023	AMAZON	\$86.70
11/23/2023	SPOTIFY	\$16.99
11/24/2023	Payroll 2023-1124	\$146396.80
11/24/2023	Payroll 2023-1124	\$55063.57
11/24/2023	AMAZON	\$47.52
11/24/2023	AMERICAN LIBRARY AS	\$2869.00
11/24/2023	BAKER & TAYLOR, INC.	\$7267.60
11/24/2023	BIBLIOTHECA, LLC	\$5240.04
11/24/2023	CRYSTAL MAINTENANCE	\$2980.00
11/24/2023	F.E.MORAN, INC. FIRE	\$850.00
11/24/2023	KANOPY, INC.	\$743.00
11/24/2023	LIGHTING SUPPLY	\$203.83
11/24/2023	MARTINA MATHISEN	\$300.00
11/24/2023	MIDWEST TAPE	\$5616.14
11/24/2023	OTIS ELEVATOR COMPAN	\$1381.00
11/24/2023	OVERDRIVE, INC.	\$982.67
11/24/2023	ROSA M ZILINSKAS	\$200.00
11/24/2023	THE NEW YORK TIMES	\$123.20
11/24/2023	THOMSON REUTERS - WE	\$1588.11

# Mount Prospect Public Library

## Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2023

Date	Source	Amount
11/24/2023	VILLAGE OF MOUNT PRO	\$25.00
11/24/2023	WAREHOUSE DIRECT	\$754.14
11/24/2023	MATATALAB	\$263.98
11/24/2023	ORIENTAL TRADING	\$39.99
11/25/2023	AMAZON	\$20.99
11/25/2023	AMAZON	\$5.97
11/27/2023	VERIZON WIRELESS	\$422.52
11/27/2023	ICMA RETIREMENT TRUS	\$7006.61
11/27/2023	SNAPPR	\$184.21
11/27/2023	LANDS' END	\$29.00
11/27/2023	AMAZON	\$45.68
11/27/2023	AMAZON	\$43.98
11/27/2023	AMAZON	\$170.99
11/27/2023	DAILY HERALD	\$34.60
11/28/2023	CONSTELLATION NEW EN	\$1319.94
11/28/2023	4ALLPROMOS	\$495.66
11/28/2023	WALMART	\$31.95
11/28/2023	PARTY CITY	\$15.00
11/28/2023	BROWSERSTACK	\$1068.04
11/29/2023	TREZEROS KITCHEN	\$778.80
11/29/2023	VILLAGE OF MOUNT PRO	\$112.00
11/29/2023	VILLAGE OF MOUNT PRO	\$48258.25
11/30/2023	FRIENDS OF THE MPPL	\$120.30
11/30/2023	EMPLOYEE BENEFITS CO	\$361.26
11/30/2023	GUARDIAN	\$3973.65
11/30/2023	VILLAGE OF MOUNT PRO	\$88279.88
11/30/2023	UPRINTING	\$145.47
11/30/2023	AMAZON	\$103.48
11/30/2023	BARRONS	\$29.99
		<u>\$ 820,826.70</u>

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 12/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/01/2023	BAKER & TAYLOR, INC.	\$278.59
12/01/2023	COMPSYCH CORPORATION	\$900.00
12/01/2023	JOURNAL AND TOPICS	\$425.00
12/01/2023	KAREN CHAN FINANCIAL	\$250.00
12/01/2023	KENT ADHESIVE PRODUC	\$403.50
12/01/2023	MENARDS	\$78.40
12/01/2023	MIDWEST TAPE	\$215.69
12/01/2023	OLD TOWN SCHOOL OF F	\$400.00
12/01/2023	OVERDRIVE, INC.	\$723.65
12/01/2023	SUPERIOR INDUSTRIAL	\$163.05
12/01/2023	W. W. GRAINGER, INC.	\$678.18
12/01/2023	WAREHOUSE DIRECT	\$78.78
12/01/2023	WHEATON PUBLIC LIBRA	\$21.97
12/01/2023	JOHNSON CONTROLS	\$285.00
12/01/2023	DAVE'S SPECIALTY FOO	\$216.00
12/01/2023	NOTHING BUNDT CAKES	\$60.50
12/01/2023	THE POLISH BOOKSTORE	\$748.93
12/01/2023	US CASINO RENTALS, L	\$650.00
12/01/2023	AMAZON	\$97.60
12/01/2023	AMAZON	\$64.44
12/01/2023	THE GREAT COURSES	\$70.32
12/01/2023	THE POLISH BOOKSTORE	\$748.93
12/01/2023	ZOOM	\$180.00
12/01/2023	PLACEIT EMPOWERKIT	\$7.95
12/01/2023	4-IMPRINT	\$248.48
12/01/2023	4-IMPRINT	\$459.41
12/01/2023	ONLINE LABELS, INC	\$135.31
12/02/2023	AMAZON	\$52.46
12/03/2023	THE POLISH BOOKSTORE	\$655.52
12/03/2023	LA FLORENCIA BAKERY	\$7.10
12/03/2023	AMAZON	\$19.99
12/03/2023	AMAZON	\$36.16
12/03/2023	HBO	\$149.99
12/03/2023	AMAZON	\$8.99
12/03/2023	AMAZON	\$8.99
12/03/2023	AMAZON	\$8.99
12/03/2023	USPS	\$7.85
12/04/2023	ORIENTAL TRADING	\$185.92
12/04/2023	AMAZON	\$8.59
12/04/2023	NETFLIX	\$15.49
12/04/2023	NETFLIX	\$15.49

12/04/2023	ACORN TV	\$69.99
12/04/2023	AMAZON	\$8.99
12/04/2023	AMAZON	\$8.99
12/04/2023	AMAZON	\$8.99
12/04/2023	AMAZON	\$8.99
12/04/2023	DISNEY	\$19.99
12/04/2023	DISNEY	\$19.99
12/04/2023	DISNEY	\$19.99
12/04/2023	NETFLIX	\$15.49
12/04/2023	NETFLIX	\$15.49
12/04/2023	CRAINS CHICAGO	\$169.00
12/04/2023	FOREIGN POLICY ASSOC	\$41.42
12/05/2023	MICROSOFT	\$66.00
12/05/2023	MICROSOFT	\$6.60
12/05/2023	AMAZON	\$8.99
12/05/2023	AMAZON	\$8.99
12/05/2023	AMAZON	\$8.99
12/05/2023	CHICAGO TRIBUNE	\$146.00
12/05/2023	AMAZON	\$127.88
12/06/2023	Payroll 2023-1208	\$146096.10
12/06/2023	Payroll 2023-1208	\$54892.08
12/06/2023	AFLAC	\$266.81
12/06/2023	VISTAPRINT	\$615.99
12/06/2023	ROCKETGENIUS, INC	\$99.00
12/06/2023	TIC COMPUTER, INC.	\$80.00
12/06/2023	NETFLIX	\$15.49
12/06/2023	DISNEY	\$19.99
12/06/2023	DISNEY	\$19.99
12/06/2023	DISNEY	\$19.99
12/06/2023	DISNEY	\$19.99
12/06/2023	DISNEY	\$19.99
12/06/2023	DISNEY	\$19.99
12/06/2023	DISNEY	\$19.99
12/06/2023	NETFLIX	\$15.49
12/06/2023	LAKESHORE LEARNING M	\$499.39
12/06/2023	AMAZON	\$368.34
12/07/2023	AT&T ACH	\$732.65
12/07/2023	AT&T ACH	\$103.19
12/07/2023	KD MARKET	\$22.40
12/07/2023	SNAPPR	\$25.35
12/07/2023	SNAPPR	\$160.00
12/07/2023	AMAZON	\$9.99
12/07/2023	NETFLIX	\$15.49
12/07/2023	STATION 34	\$344.10
12/07/2023	STATION 34	\$136.66
12/07/2023	AMAZON	\$69.00
12/07/2023	NETFLIX	\$15.49

12/08/2023	ACCURATE EMPLOYMENT	\$105.83
12/08/2023	AMAZON	\$7533.43
12/08/2023	AMERICAN LIBRARY AS	\$218.00
12/08/2023	AT&T	\$2705.84
12/08/2023	BAKER & TAYLOR, INC.	\$12716.71
12/08/2023	Cooperative Computer	\$22978.00
12/08/2023	DELL MARKETING L.P.	\$12631.85
12/08/2023	DEMCO	\$108.21
12/08/2023	ELM USA, INC.	\$661.02
12/08/2023	FAR EASTERN BOOKS	\$295.00
12/08/2023	GALE	\$241.06
12/08/2023	ILLINOIS OFFICE OF T	\$70.00
12/08/2023	IMAGE SYSTEMS & BUSI	\$6231.04
12/08/2023	IMPERIAL SURVEILLANC	\$944.00
12/08/2023	INGRAM	\$735.72
12/08/2023	INTERIOR TROPICAL GA	\$120.00
12/08/2023	J.D. POWER	\$459.00
12/08/2023	JENNIFER JOHNSON	\$200.00
12/08/2023	JOHN CARETTI & COMPA	\$6000.00
12/08/2023	KRUGEL COBBLES, INC	\$2230.00
12/08/2023	MENARDS	\$31.97
12/08/2023	MIDWEST TAPE	\$546.88
12/08/2023	PLAYAWAY PRODUCTS LL	\$877.11
12/08/2023	PRODUCT LLC	\$40057.64
12/08/2023	RAILS	\$15000.00
12/08/2023	RECORD INFORMATION S	\$1344.00
12/08/2023	VILLAGE OF MOUNT PRO	\$8443.96
12/08/2023	WAREHOUSE DIRECT	\$768.85
12/08/2023	OVERDRIVE, INC.	\$31482.19
12/08/2023	EMPLOYEE BENEFITS CO	\$1535.39
12/08/2023	AMAZON	\$34.98
12/08/2023	AMAZON	\$79.74
12/08/2023	AMAZON	\$99.96
12/08/2023	DAVE'S SPECIALTY FOO	\$280.00
12/08/2023	HONEY BISCUIT	\$250.83
12/08/2023	NAYAX LLC	\$0.50
12/08/2023	USPS	\$4.09
12/08/2023	WALMART	\$14.12
12/09/2023	AMAZON	\$35.96
12/09/2023	BITLY, INC	\$348.00
12/10/2023	PARAMOUNT+	\$119.99
12/11/2023	Heavenly Pianos	\$2500.00
12/11/2023	ICMA RETIREMENT TRUS	\$7018.26
12/11/2023	THE HOME DEPOT CRC	\$111.97
12/11/2023	USPS	\$117.50
12/11/2023	SMITHSONIAN INSTITUT	\$35.00
12/11/2023	GreatAmericanEclipse	\$1521.25



12/11/2023	LIBRARY JOURNAL CC	\$159.00
12/11/2023	LIBRARY JOURNAL CC	\$179.00
12/12/2023	SHELL OIL COMPANY	\$38.91
12/12/2023	REPUBLIC SERVICES #5	\$303.49
12/12/2023	ANNIE'S PUBLISHING	\$50.00
12/12/2023	WEST MUSIC	\$175.18
12/12/2023	DISCOUNT SCHOOL SUPP	\$313.97
12/12/2023	WALMART	\$27.38
12/12/2023	VISTAPRINT	\$381.57
12/12/2023	NETFLIX	\$22.99
12/12/2023	NETFLIX	\$15.49
12/12/2023	NETFLIX	\$15.49
12/12/2023	PLA	\$347.00
12/13/2023	CHASE BANK	\$15768.41
12/13/2023	LIBRARYWORKS, INC.	\$49.00
12/13/2023	NOTHING BUNDT CAKES	\$62.47
12/13/2023	OFFICE DEPOT	\$73.87
12/13/2023	EXPERT AQUARIUM SERV	\$200.00
12/13/2023	4-IMPRINT	\$614.18
12/13/2023	VISTAPRINT	\$254.38
12/13/2023	DISNEY	\$19.99
12/14/2023	POSTMASTER	\$2343.65
12/14/2023	AMAZON	\$424.78
12/14/2023	AMAZON	\$18.78
12/14/2023	AMAZON	\$149.76
12/14/2023	STATION 34	\$57.50
12/14/2023	JEWEL OSCO	\$18.99
12/14/2023	STARBUCKS COFFEE COM	\$51.86
12/15/2023	BAKER & TAYLOR, INC.	\$4698.76
12/15/2023	BIBLIOTHECA, LLC	\$2318.13
12/15/2023	BRUCE BOHRER	\$550.00
12/15/2023	CHILDREN'S PLUS INC.	\$9.17
12/15/2023	CINTAS #22	\$413.73
12/15/2023	DEMCO	\$170.43
12/15/2023	INGRAM	\$36.21
12/15/2023	LIBRARY IDEAS, LLC	\$1371.96
12/15/2023	MCCLUSKEY ENGINEERIN	\$383.81
12/15/2023	MIDWEST TAPE	\$330.92
12/15/2023	OVERDRIVE, INC.	\$322.05
12/15/2023	SALEM PRESS, INC.	\$112.50
12/15/2023	TODAY'S BUSINESS SOL	\$475.00
12/15/2023	W. W. GRAINGER, INC.	\$283.17
12/15/2023	AMAZON	\$90.85
12/15/2023	AMAZON	\$174.83
12/15/2023	ANDERSON'S BOOKSHOPS	\$359.01
12/15/2023	HARRY & DAVID	\$116.12
12/15/2023	ADOBE	\$15676.44

12/15/2023	VISTAPRINT	\$635.95
12/16/2023	WALMART	\$18.55
12/16/2023	AMAZON	\$48.60
12/16/2023	AMAZON	\$62.45
12/17/2023	AMAZON	\$43.55
12/17/2023	ISTOCK PHOTO	\$70.00
12/17/2023	AMAZON	\$71.29
12/18/2023	USPS	\$503.90
12/18/2023	AFFY TAPPLE	\$300.15
12/18/2023	KANI TECHNOLOGIES IN	\$864.00
12/18/2023	DISCOUNT SCHOOL SUPP	\$534.59
12/18/2023	THE WALL STREET JOUR	\$59.99
12/18/2023	AMAZON	\$138.57
12/18/2023	BECKERS SCHOOL SUPPL	\$143.88
12/19/2023	STAPLES BUSINESS ADV	\$180.01
12/19/2023	STAPLES BUSINESS ADV	\$159.99
12/19/2023	STAPLES BUSINESS ADV	\$110.57
12/19/2023	STAPLES BUSINESS ADV	\$36.06
12/19/2023	STAPLES BUSINESS ADV	\$180.92
12/19/2023	STAPLES BUSINESS ADV	\$44.76
12/19/2023	STAPLES BUSINESS ADV	\$20.49
12/19/2023	CHASE BANK	\$40019.80
12/19/2023	AMAZON	\$11.39
12/19/2023	AMAZON	\$49.27
12/19/2023	VILLAGE OF MOUNT PRO	\$4041.39
12/19/2023	AMAZON	\$99.99
12/19/2023	AMAZON	\$77.41
12/19/2023	AMAZON	\$24.19
12/20/2023	COMCAST BUSINESS	\$189.90
12/20/2023	AMAZON	\$464.54
12/20/2023	AQUENT LLC	\$430.00
12/20/2023	AMERICAN LIBRARY AS	\$247.00
12/20/2023	4-IMPRINT	\$222.24
12/20/2023	4-IMPRINT	\$214.46
12/20/2023	AMAZON	\$128.45
12/20/2023	OFFICE DEPOT	\$55.37
12/20/2023	AMAZON	\$34.58
12/20/2023	RECYCLE AWAY SYSTEMS	\$1136.92
12/20/2023	YESASIA.COM	\$41.38
12/21/2023	EMPLOYEE BENEFITS CO	\$1535.39
12/21/2023	DISPLAYS2GO	\$684.49
12/21/2023	PLASTICS PLUS	\$366.25
12/21/2023	AMAZON	\$249.00
12/21/2023	WALMART	\$54.45
12/21/2023	AMAZON	\$23.42
12/21/2023	ONLINE LABELS, INC	\$230.84
12/21/2023	ONLINE LABELS, INC	\$230.84

12/21/2023	CHICAGO TRIBUNE	\$324.00
12/21/2023	GOTPRINT.COM	\$505.01
12/21/2023	DISPLAYS2GO	\$2621.21
12/22/2023	Payroll 2023-1222	\$176306.35
12/22/2023	Payroll 2023-1222	\$68525.88
12/22/2023	1ST METROPOLITAN TRA	\$384.00
12/22/2023	ACCURATE EMPLOYMENT	\$85.99
12/22/2023	AMAZON	\$570.25
12/22/2023	BAKER & TAYLOR, INC.	\$7341.55
12/22/2023	BANNERVILLE USA	\$155.00
12/22/2023	CAVENDISH SQUARE	\$186.03
12/22/2023	CRYSTAL MAINTENANCE	\$2980.00
12/22/2023	ELK GROVE PUBLIC LIB	\$39.99
12/22/2023	Fondulac District Li	\$34.96
12/22/2023	Fox Lake District Li	\$16.99
12/22/2023	Heavenly Pianos	\$7400.00
12/22/2023	INGRAM	\$703.27
12/22/2023	KANOPY, INC.	\$682.00
12/22/2023	LACONI, INC. ADMIN S	\$150.00
12/22/2023	LIGHTING SUPPLY	\$87.15
12/22/2023	LILY VALENTIN	\$773.44
12/22/2023	MARC DUNWORTH FOUNDA	\$500.00
12/22/2023	Megan Smith	\$500.00
12/22/2023	MIDWEST TAPE	\$5468.24
12/22/2023	OVERDRIVE, INC.	\$5644.58
12/22/2023	PLAYAWAY PRODUCTS LL	\$107.23
12/22/2023	PROQUEST INFORMATION	\$8357.83
12/22/2023	RAILS	\$2100.00
12/22/2023	SOUND INCORPORATED	\$357.50
12/22/2023	THOMSON REUTERS	\$1588.11
12/22/2023	TODAY'S BUSINESS SOL	\$344.76
12/22/2023	TRAF-SYS INC	\$240.00
12/22/2023	WAREHOUSE DIRECT	\$1270.81
12/22/2023	WORLD ARCHIVES	\$1316.00
12/22/2023	4-IMPRINT	\$363.84
12/22/2023	AMAZON	\$38.81
12/22/2023	PADLET SOFTWARE	\$24.00
12/22/2023	AMAZON	\$8.99
12/22/2023	AMAZON	\$15.25
12/22/2023	SPOTIFY	\$16.99
12/26/2023	ICMA RETIREMENT TRUS	\$7599.56
12/26/2023	DAILY HERALD	\$34.60
12/26/2023	BOOKLIST	\$184.95
12/27/2023	VERIZON WIRELESS	\$396.23
12/27/2023	APPLE.COM	\$9.99
12/27/2023	AMAZON	\$84.96
12/28/2023	VILLAGE OF MOUNT PRO	\$52379.82

12/28/2023	VILLAGE OF MOUNT PRO	\$112.00
12/28/2023	BARRONS	\$29.99
12/29/2023	1ST METROPOLITAN TRA	\$35.00
12/29/2023	BAKER & TAYLOR, INC.	\$4680.38
12/29/2023	BANNERVILLE USA	\$100.00
12/29/2023	CINTAS #22	\$84.42
12/29/2023	DEMCO	\$57.37
12/29/2023	IMAGING ESSENTIALS	\$526.80
12/29/2023	INGRAM	\$1175.88
12/29/2023	KRUEGER INTERNATIONA	\$650.00
12/29/2023	MIDWEST TAPE	\$1470.25
12/29/2023	MURPHY SECURITY SOLU	\$2695.00
12/29/2023	NPN360	\$11913.09
12/29/2023	PRODUCT LLC	\$40448.63
12/29/2023	SIMON UNIFORM	\$87.95
12/29/2023	SUPERIOR INDUSTRIAL	\$63.90
12/29/2023	TECHNOLOGY MANAGEMEN	\$1229.60
12/29/2023	VARIETY VENDORS	\$146.00
12/29/2023	VILLAGE OF MOUNT PRO	\$8511.23
12/29/2023	W. W. GRAINGER, INC.	\$366.73
12/29/2023	DEMCO	\$113.74
12/29/2023	EMPLOYEE BENEFITS CO	\$111.26
12/29/2023	ZOHO Corporation	\$745.20
12/30/2023	USPS	\$12.56
12/31/2023	FRIENDS OF THE MPPL	\$98.75
		<hr/>
		\$944533.03
		<hr/>

Mount Prospect Public Library  
Board of Trustees

**RESOLUTION NO. 2024-1**

**A RESOLUTION ACKNOWLEDGING PAYMENT TO MOUNT PROSPECT PUBLIC LIBRARY  
UNDER THE TERMS OF A GROUND LEASE AGREEMENT**

**WHEREAS**, on November 6, 2002, the Village of Mount Prospect ("the Village") and the Mount Prospect Public Library ("the Library") entered into a Ground Lease Agreement (the "Lease") providing, among other things, for the Village to lease certain property ("Property") from the Library; and

**WHEREAS**, the Library has caused its attorney and staff to review the terms of the Lease and the current status of the Property and its usage; and

**WHEREAS**, the attorney and staff have reported that both the Village and the Library are in substantial compliance with all material terms of the Lease; and

**WHEREAS**, the Board of Trustees have determined that it is in the best interests of the Library and its residents to assure that there is continued compliance with the Lease; and

**WHEREAS**, Section 3.02 of the Ground Lease Agreement allows the tenant (Village of Mount Prospect) an option to extend the term of the lease for six additional consecutive terms of twenty (20) years each; and

**WHEREAS**, on March 21, 2023, the Library exercised the option to renew the Ground Lease Agreement for a second, twenty-year (20) term to expire December 2042.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:**

**SECTION ONE:** That the parties are in substantial compliance with all material terms of the Lease.

**SECTION TWO:** That the Library Board of Trustees will receive before December 31, 2023 from the Village of Mount Prospect the sum of \$1.00 as is due per the terms of the Lease and authorized per Village Resolution No. 21-23 passed December 5, 2023.

**SECTION THREE:** That this Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES:

\_\_\_\_\_  
\_\_\_\_\_

NAYS:

\_\_\_\_\_

ABSENT:

\_\_\_\_\_

Passed and approved this 18th day of January 2024.

\_\_\_\_\_  
Marie Bass, Library Board President

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

November 2023

Youth Services

- 1) Family Reading Night was on Thursday, November 16. We passed out 100 kits with a book and activities that families could do at home to celebrate. We also set up fun reading spots in the Youth department that evening, with about four families reading in a tent we set up.
- 2) November was a busy month for programming. We had "Animal Investigators," "Minecraft Engineers," and "Family Maker Workshop," where kids made their pictures move, literally. We received an email from a parent mentioning that they "really appreciate all the wonderful programs and experiences the library provides! Sending a big thank you to you and the other members at Youth Services who make MPPL so special!"
- 3) In November, we visited 12 classrooms and presented different STEAM stations for kids to explore engineering and other concepts. About 240 students were able to build structures with Keva planks, create art with the spirograph, and utilize math skills to create objects from various shapes with the Osmo Tangrams.



South Branch & Community Engagement

- 1) We staffed a table at Harper Experience Day, an annual interactive event for existing and prospective students and their families. We brought iPads and Tangrams, along with informational and promotional materials for MPPL. We had almost 200 people stop by our table to play with the Tangrams and learn about MPPL offerings.
- 2) Instructor Daniel Celis demonstrated beginner Pilates movements virtually in English and Spanish to help participants strengthen muscles and improve posture and flexibility. Despite some technical difficulties, attendees responded positively to this program, and it is likely we will repeat it in the future.
- 3) We facilitated a book discussion of *To Kill a Mockingbird* with residents at Mount Prospect Senior Living. Though many participants had read this classic title some time ago, it was an engaging discussion that covered topics specific to the book as well as



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

broader themes of social justice, and residents were reluctant to bring the nearly two-hour long discussion to a close.

- 4) We hosted “Living Well in Your Own Home Presentation and Resource Fair,” an event which included a resource fair and presentation with information about modifications that homeowners can put in place to maintain independence and age in place safely. This was a collaboration with the Village’s Human Services Department and presented as part of the Aging in Community Initiative.



## Research

- 1) We hosted a program, “True Crime: Financial Fraud” (63 attendees) where Detective John Napoleon of the Mount Prospect Police Department talked about common financial scams and gave tips about how to keep your finances safe and avoid being the victim of a financial crime. He also spoke about what steps to take if you suspect you are the victim of a scam. Many attendees stayed after the presentation to share their personal experiences with one another and the speaker. This was a true collaboration between the Village, the Police Department, and the Library for the benefit of the community.
- 2) We coordinated a series of one-on-one career coaching appointments. Over the past two months, there were 12 one-hour sessions available to patrons, all of which were claimed and most with a waiting list. Feedback has been uniformly positive, consistently receiving 5/5 stars. Some patron comments:
  - a. “The session with the career coach was above and beyond my expectations. Rosie provided several detailed ways to help me move forward with job search.”
  - b. “This 1:1 session was so helpful! I'm grateful the library offered this program.”
- 3) We have upgraded our subscription to *The New York Times* (nytimes.com) to the All Access level. This means we have access to additional content: Games, Cooking, Wirecutter, and The Athletic.
- 4) We hosted a program “College Planning for Students with Learning Differences.” This will likely be an annual or every other year





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program. The presenters were knowledgeable and personable and shared firsthand experience dealing with this subject.

### Fiction/AV/Teen

- 1) The highly popular “Jigsaw Puzzle Competition” returned to the delight of participating patrons, accompanied by our annual “Puzzle Swap.”
- 2) We introduced the Cost Per Circulation (CPC) function to our OverDrive eBook collection, which can make popular titles instantly available as well as offering greater responsivity to patron requests and a wider diversity of titles. Thanks to this and the addition of an automatic subscription option for OverDrive magazines, our eBook collection saw its highest-ever use in November.
- 3) Snack Bracket: Candy Edition voting was held all month in the Teen Space, with four rounds of voting leading to the eventual crowning of Jolly Ranchers as the winning snack.



### Registration

- 1) We went to two different outreach events at Westbrook Elementary School this month and talked to many patrons about our library and services and issued a few new library cards.
- 2) Viktor K. lives in Sweden and has a chronically ill younger sister. He collects library cards from around the world as a hobby to lift her spirits and asked for one from us. We sent her our Youth design winner from the 75<sup>th</sup> anniversary year and a first library card certificate along with a small note. We hope it made her happy.
- 3) We manually re-entered and transferred over 600 program registrations from Sign Ups to Attend in Communico over a two-day period to help with the Communico calendar migration process.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

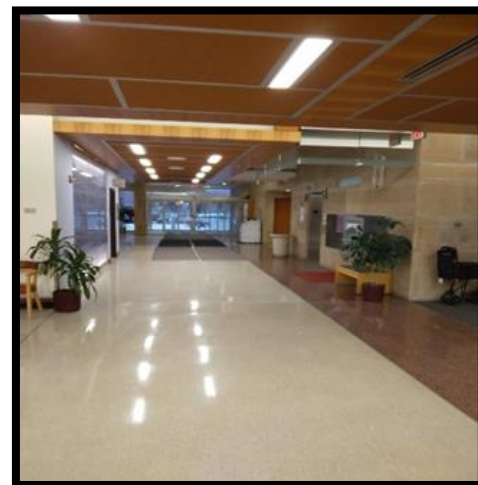
## Circulation

- 1) Staff had many conversations with patrons about the MPPL app being down at the end of the month. Though it has not been an ideal situation, patrons have been very understanding of the setback, and appreciative of the workaround (mobile website) being offered until a new app is available.
- 2) We have noticed a slight increase in Parking Lot Pickup usage this last month, likely due to the colder weather. Though this service is not as heavily utilized as it once was thanks to the 24/7 pickup lockers, it is one that some patrons use regularly and appreciate having available.
- 3) We revamped STEAM kits and relaunched them as part of the Library of Things collection this month. 22 new kits were added to the collection on a variety of topics including: dinosaurs, unicorns, coding, circuits, the human body, and the universe. The new kits have been incredibly popular with 16 already checked out, with many of those on their second circulation already.



## Building & Security

- 1) Based on some changes to our security measures, we were able to remove the security gates in the lobby. This allowed us to activate the elevator to go to all three levels, the parking garage, the first floor, and the second floor, which helps with accessibility as well as convenience. To help make sure materials still get checked out, a self-check station was added in the lower garage level lobby.
- 2) The exterior concrete and sealant project continued through November. The patching of the concrete columns was completed, and the caulking/sealant work was completed on the south, west, and north sides of the building. This work required removal of the old sealant and insulation around windows and joints between the concrete fascia and brick for the new material to be installed.



## Technical Services

- 1) This fall, in a project in collaboration with the Youth department, the Technical Services department has been re-cataloging and re-labelling the paperback J Paperback (PBK) fiction collection into the hardcover J FIC collection. An element of this project has been the reduction in the number of copies of titles, especially in the J PBK SERIES collection. Of the 5,153 titles (8,136 items) that Technical Services withdrew in December, 1,768 items were from the J PBK SERIES collection.

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## Marketing

- 1) We created a fun escape room for the early November In-Service Day. This included puzzles, clues, and charts, and it was well received by staff who said they learned things about the department they had not known.
- 2) We continue to get good feedback on our unboxing videos for social media; Kate has been working with Devin to highlight new materials and themes.

## Human Resources & Learning

- 1) Number of open positions: 0
- 2) Number of vacant positions filled: 2. Security Officer (PT); South Branch Youth & Family Program Coordinator (FT)
- 3) Number of separations: 2
- 4) Staff anniversaries:
  - a. Loreen Stone, Youth Desk Assistant, 25 years
  - b. Julie Jurgens, Youth Services Assistant Department Head, 5 years
- 5) Employee participation in our Engagement Survey was completed from November 8-20 and our participation rate was 93%. We plan to present results to the Board in February.
- 6) Open Enrollment for our 2024 calendar year benefit was completed. We were able to offer dental benefits and supplemental life insurance to our staff with lower payroll deductions by switching to a new vendor under the IPBC umbrella.
- 7) On November 3, 118 staff attended the Staff In-Service Day: Demystifying Departments. The focus of this day was on library operations, with all 13 departments creating presentations or activities to help staff learn more about what they do. This format allowed us to maximize engagement and staff participation. Here are a few of the comments from staff:
  - a. "This year's SID was so enjoyable! The variety! Being mobile! Reconnecting with everyone I know but also making connections with new staff. The staff at MPPL has always been its heart and we haven't been able to really celebrate that in a long time. This felt very much like a celebration!"
  - b. "I liked how informative the activities were; you got to learn more about the departments, but also more about the services that the library provides."
  - c. "It was nice that the groups had members from all the different departments as it allowed me to meet some new people that I otherwise wouldn't encounter on a daily basis."

Mount Prospect Public Library  
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Friends of the Mount Prospect Public Library

- 1) The November 18 Holiday Sale brought in over \$3,900, which was a significant increase from last year for this smaller specialty sale. Board members set up holiday decorations and played holiday music to create a festive atmosphere.
- 2) Online sales slowed a bit as Amazon had temporarily closed inventory but was reinstated before the end of the year. Board members continue to evaluate items offered online and move items to in-person book sales when needed.

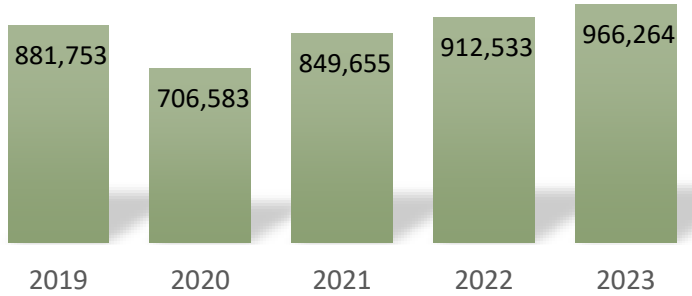
Mount Prospect Public Library Foundation

- 1) The Foundation mailed a year-end appeal letter to approximately 275 current and prospective donors. This is one of the top fundraising campaigns for the Foundation and provides a way to stay connected with donors. The campaign will close at the end of February.
- 2) The Fundraising Committee is planning the Mini Golf fundraiser for Saturday, March 16, 2024. Solicitation materials will be sent to previous and prospective sponsors in early January.

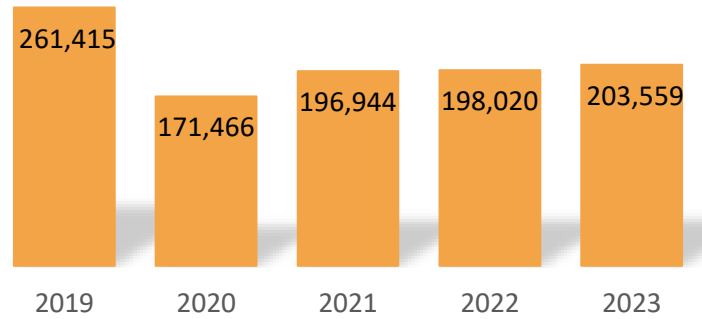


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

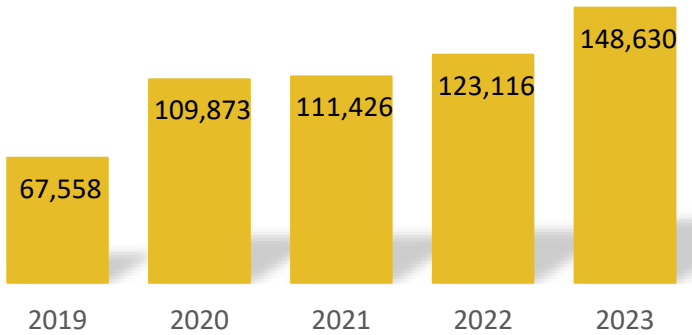
### Overall Circulation YTD



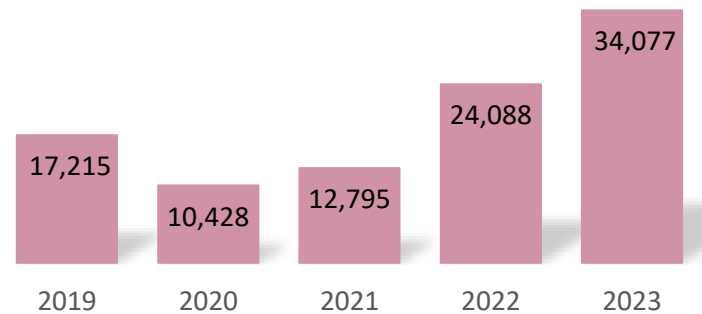
### AV Circulation YTD



### eMedia Circulation YTD

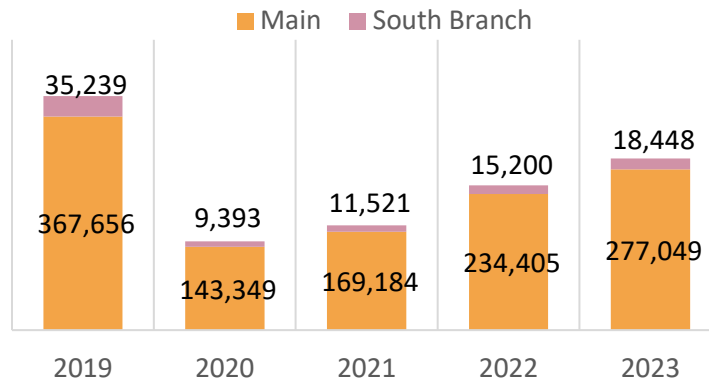


### Other Circulation YTD

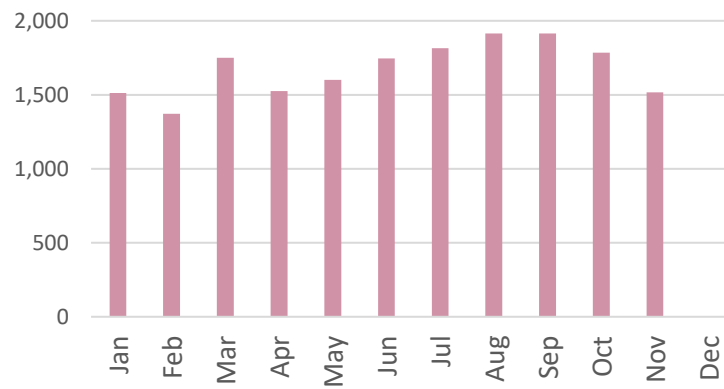


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

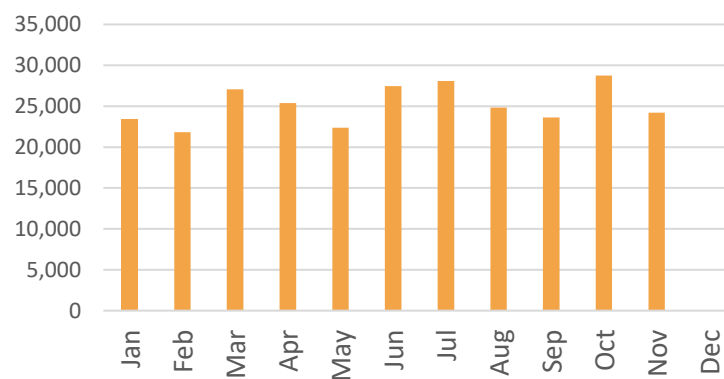
### 2023 Door Count - YTD



### 2023 Door Count Monthly - South Branch

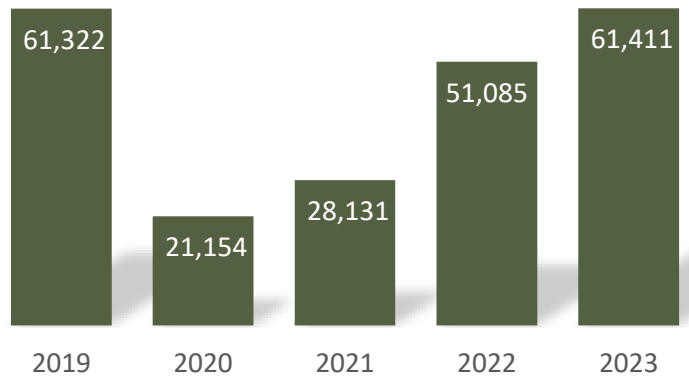


### 2023 Door Count Monthly - Main

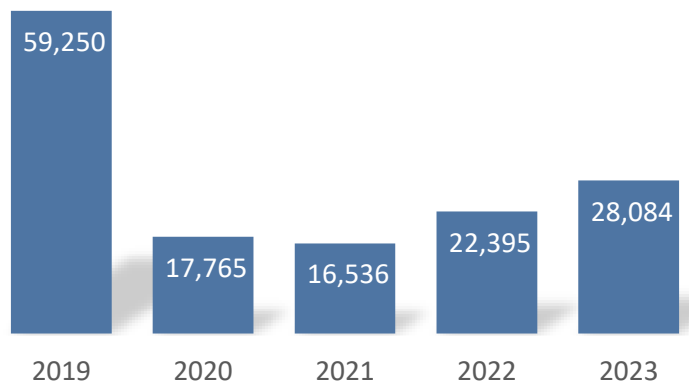


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

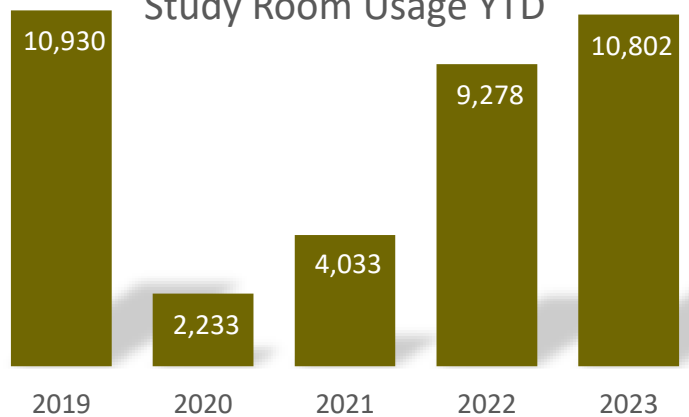
Wireless Unique Users YTD



Public Computer Hours Usage YTD

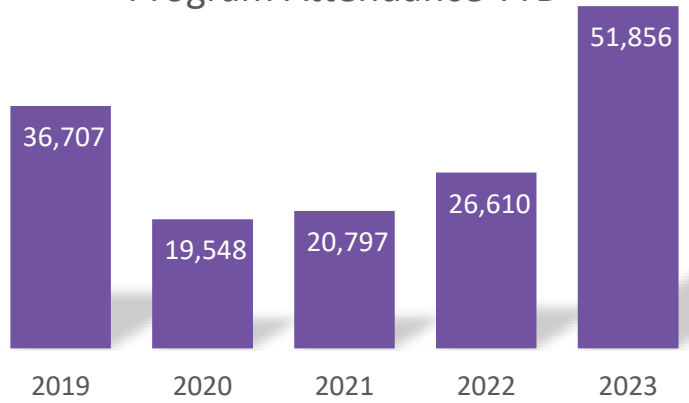


Study Room Usage YTD

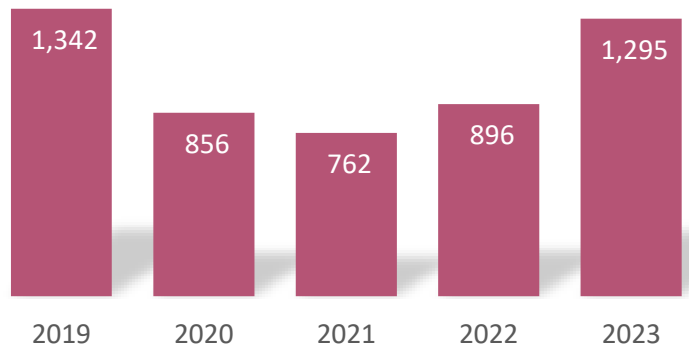


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

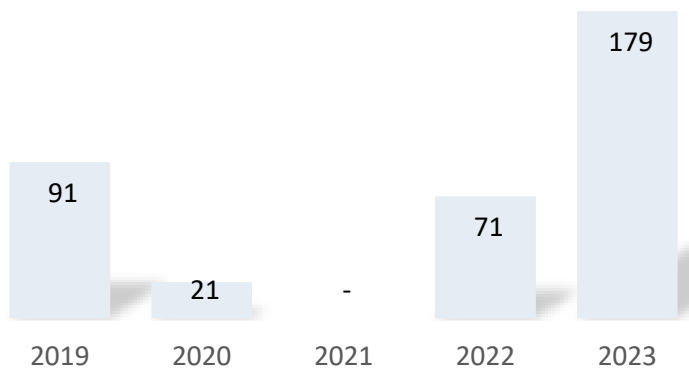
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

December 2023

Youth Services

- 1) The 43<sup>rd</sup> annual Teddy Bear Walk was held on December 2 with some changes. For the 2.5-hour event, we presented several holiday-themed storytimes, complete with an appearance by Santa and Mrs. Claus. We also had different stations where kids created a reading banner, threw snowballs into patterns, colored a gingerbread house, and built towers. We had 400 people participate in the walk and 201 kids complete the main craft. Patrons loved that the program was drop-in and the variety of experiences for children of all ages.
- 2) Youth attended the Holiday Party hosted by the Village's Human Services Department and the Mount Prospect Fire Department on December 16. We saw 168 people and passed out 100 books to families to celebrate the December holidays. Families also received food, and children received a toy from the Village of Mount Prospect.
- 3) For 2023, we counted how many people participated in passive programming, signups for the Summer Reading Program (in and out of the building) and attendance at in-house programs, storytimes, outreach visits, and community events. We totaled about 52,000 interactions over the year.



South Branch & Community Engagement

- 1) We hosted our 2<sup>nd</sup> annual Tech Week with a variety of programs for patrons of all ages throughout the week. The week culminated with a "Tech Zoo" which featured several interactive stations including the always popular virtual reality headset.
- 2) Our teen volunteers created beautiful holiday cards for residents at Mount Prospect Senior Living using a variety of craft materials. Teens enjoyed making the cards, and feedback from the senior recipients was very positive.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 3) We hosted another session of our Spanish book discussion group, "Cafecito, Conchas, y Conversación," featuring the title *El prodigioso viaje de Edward Tulane* by Kate DiCamillo (*The Miraculous Journey of Edward Tulane*). The book was particularly well received with several of the participants indicating they read it more than once. Everyone registered for the next discussion in February and received a copy of the book to be discussed, *Sabiduría familiar* (*Family Lore*) by Elizabeth Acevedo.
- 4) The Spanish translation of "South Branch" will change from "La extensión del Sur" to "La Sucursal del Sur" to align with best practices in the library community for the Spanish translation of "Branch." The change will be official on January 1, 2024.



## Research

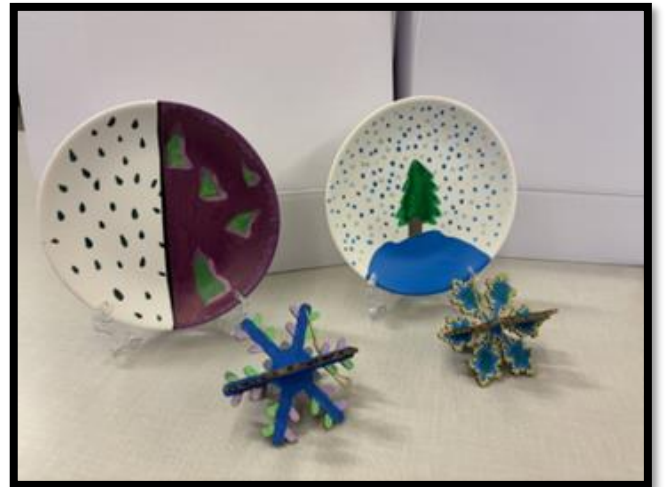
- 1) We partnered with Mather (a senior living community), to present an in-person session entitled "Mindful Eating." This workshop focused on meditative practices, and it was one of the best programs we presented in 2023. We plan to build an ongoing partnership with Mather.
- 2) We offered two "Mac Studio Orientation" sessions, one in the morning and one in the afternoon on a Saturday. Both had 100% attendance rates (all those who registered attended) and as a result, several of the participants made appointments to use the Mac Studio equipment. Moving forward, we plan on offering these orientations regularly, i.e., 3-4 times annually.
  - a. The virtual program "Ten Steps to a Smarter Tax Return" had the highest attendance (26) for the month. Some of the participant feedback: "This was the best presentation of tax I have ever been to, especially over Zoom, and I've been to more than I can count over the years. Karen was very concise, poised, funny, and I did not feel overwhelmed or being talked down to. Well done! Be great to have more programs from Karen. Thank you!"
  - b. "The presenter was awesome. A clear communicator, organized presentation and knew her material. I am looking forward to the recording. Thank you for arranging an excellent event. Timing and length were excellent. Thank you so much."



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Fiction/AV/Teen

- 1) The new BookFix service was launched, which offers adult and teen patrons a book selected for them by staff (based on patron preferences) in a branded bag with themed goodies.
- 2) The 2023 Reading Challenge finished, with 476 adults and 234 teens reading books in curated categories throughout the year. 26% completed at least one bingo of five categories in a row, while 11% rose to the challenge of completing all 25 categories. Patrons redeeming their prizes made for a lively month of activity at the public desk.
- 3) Teen programming highlights for the month included "Exam Cram Study Lounge" (with the popular therapy dogs returning for another visit) and "Incredible Giftables" (ceramic plates, ornaments, snow globes, fabric wreaths, etc.).



### Registration

- 1) We translated our library card application into Polish, Russian, and Ukrainian to help give students in District 214 access to a library card. So far, we have issued five cards due to the translation, with more to come in 2024.
- 2) We attended a Youth outreach event at Forest View Elementary School and issued eight library cards.
- 3) Janet Frye announced her retirement. After 20 years of service, her last day will be Friday, February 2.
- 4) Our total for public meeting room rentals in 2023 was 202. Our previous high score was 100 rentals in 2019. Our patrons love our meeting spaces!



### Circulation

- 1) Total circulation for 2023 was 1,053,258 – a very exciting number, since the last time we exceeded 1 million was back in 2014.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 2) We had a couple of patron compliments about our collection at the desk this month:
  - a. One patron mentioned that she had just moved to the area and was excited to learn about all of the things we have in our collection. She mentioned that her previous library was small and did not have a diverse collection, so she has enjoyed seeing what we have to offer.
  - b. Another patron expressed their enthusiasm about the Library of Things Junior collection, in particular the World Language block sets, and the Toniebox collection, which she utilizes a lot.



- 3) Although no one is happy about the news of the MPPL app meeting an unexpected and untimely end, patrons have been understanding of the situation, and excited to see that they can access their barcode via the MPPL website.

### Building & Security

- 1) With the milder weather we had in December we were able to continue the exterior concrete/sealant project, and the building sealant phase was completed. One main sealant application was applying an epoxy coating on all four of the fire exit landings on the corners of the building. These landings were identified as the main source of the water infiltration that damaged the concrete fascia at the garage level. This was originally planned to be done in the spring due to colder weather, but with the mild weather this work was completed.
- 2) In Room A we had a used baby grand piano which was a donation from the Mount Prospect Junior Women's Club about 20 years ago. Over the years we have had it refinished and maintained. As it is past its useful life (about 60 years old) we replaced it with a "new" used piano (25 years old) as budgeted for in the 2024 capital fund. Local piano shop Heavenly Pianos worked with us to deliver the piano in mid-December and defer the majority of the cost to 2024. The new piano was delivered on the 15<sup>th</sup> and the first recital was held on the 16<sup>th</sup>.



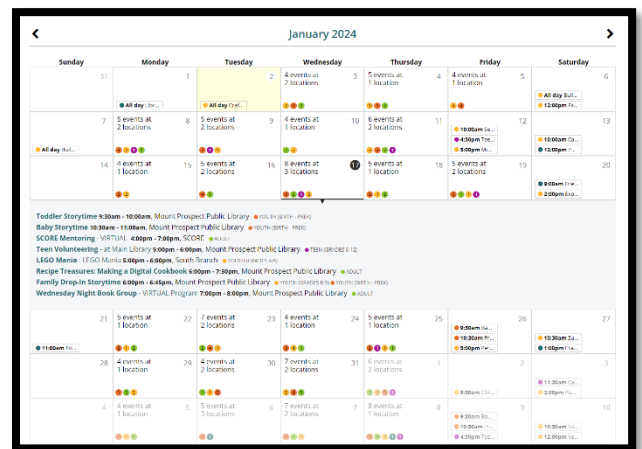
# Mount Prospect Public Library Monthly Library Report for Board of Trustees

## Technical Services

- 1) In 2023 the Collection Development and Access Committee spent significant time reviewing and revising our Collection Development Policy, which was last updated in 2019. This is a core document for MPPL, and one that we heavily lean on to support our intellectual freedom values. We are in the last stages of final staff reviews, and we expect to bring a draft to the Board around February/March.

## Marketing

- 1) Special email messages were sent to notify patrons about the issues with the library mobile app. The first was a general announcement on November 28 with a suggestion to stop using and the second on December 19 recommended deleting the app. Open rates were higher than normal (54%) while click-through was relatively low (0.4%). The catalog log-in page received the highest number of clicks.
- 2) Our new online event calendar, Communico, launched on December 1. Patrons now experience an event calendar with a cleaner look and improved functionality, and staff work in a modern interface that makes it easier to reserve rooms for patrons and library events.



## Human Resources & Learning

- 1) Number of open positions: 0
- 2) Number of vacant positions filled: 1. Readers' Advisor (PT)
- 3) Number of separations: 3
- 4) Staff anniversaries:
  - a. Carol Helwink, Page II, 20 years
  - b. Coriell DeCapri, Research Assistant, 10 years
  - c. Joanne Greenwald, Communications Specialist, 10 years
  - d. Nancy Vincent, Readers' Advisor, 10 years
  - e. Allison Nettnin, Advisory & Programming Librarian, 5 years
  - f. Maksim Agolli, Janitor, 5 years
- 5) We implemented system accruals related to the new Illinois Paid Leave for All Workers Act Policy (which was approved by the Board of Trustees in October). Employees working 20 hours or less per week will see their first accrual with the January 19 paycheck.
- 6) In accordance with new legal requirements (IL Transportation Benefits Program Act), we partnered with Ventra to provide tax-free deductions to cover commuter expenses related to public transportation. Other than administrative time and effort, we are able to offer this benefit to eligible staff with no cost to the library.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Information Technology

- 1) As part of the cutover to the new event management calendar Communico, links on our website and the intranet were changed. Staff logins are now a process that makes logging in both easier and more secure. Over the next few months, we will be implementing some of the new features using their application programming interface (API) and self-service options.
- 2) Due to the demise of the library mobile app, we have been working to replace the app as soon as possible. We had already planned to migrate to the integrated app provided by Communico around June 2024, but are doing everything we can to speed up the process. In the meantime, we added a digital barcode to the website version of the catalog so that patrons can use it for checkout like they used to with the app.

### Friends of the Mount Prospect Public Library

- 1) Board members are evaluating different marketing efforts including book sale signage for specialty items and genre table signs, restocking yard signs for volunteers, and indoor book sale event signage.

### Mount Prospect Public Library Foundation

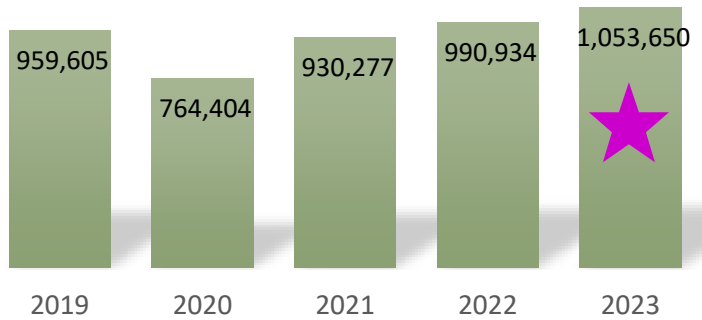
- 1) The Foundation did not meet in December.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

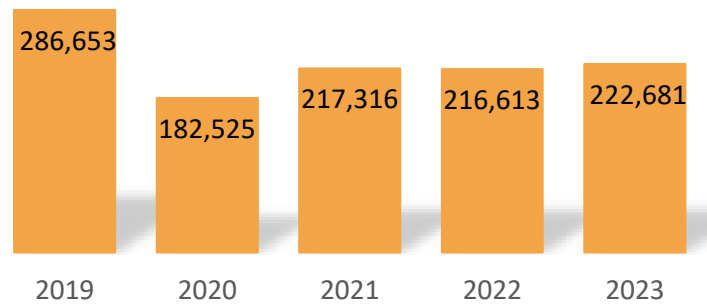
2023 Year End Statistics

★ = Highest in at least 5 years

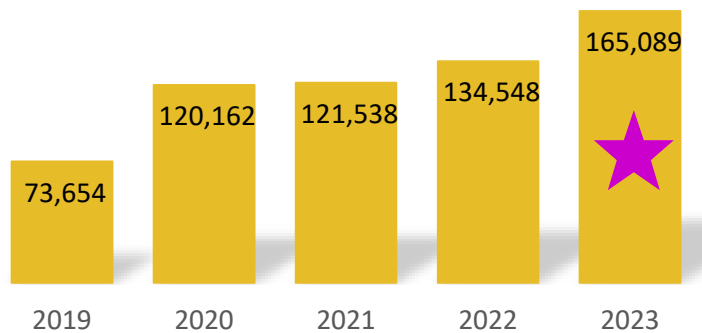
2023 Overall Circulation



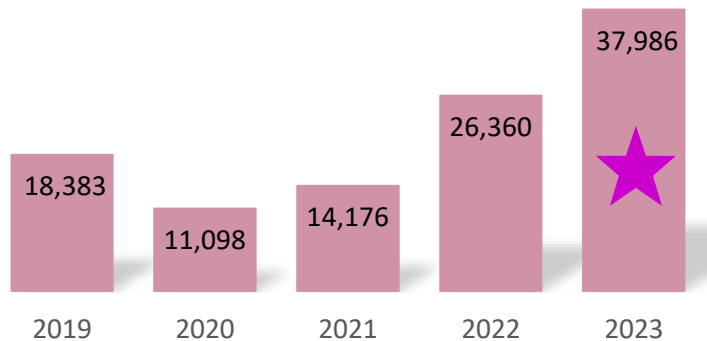
2023 AV Circulation



2023 eMedia Circulation

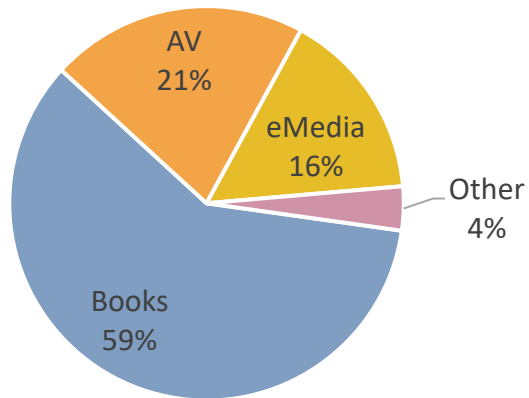


2023 Other Circulation

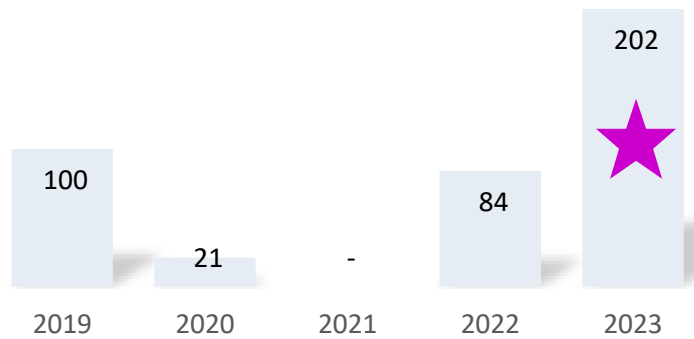


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

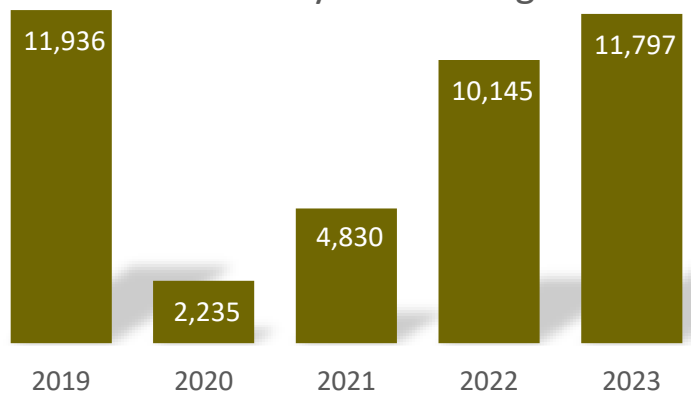
2023 Circulation by Type



2023 Meeting Room Usage by Public

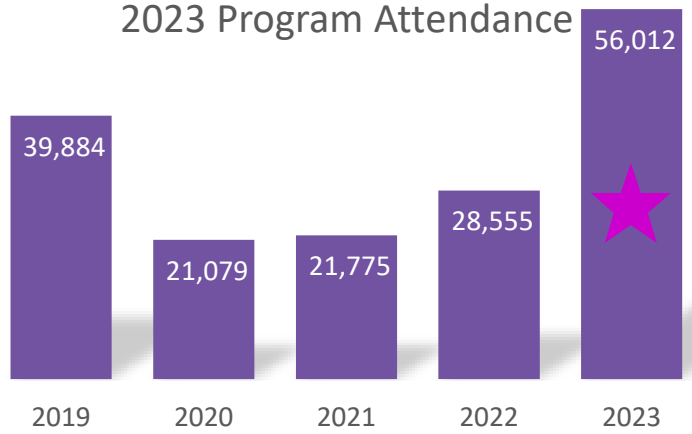


2023 Study Room Usage

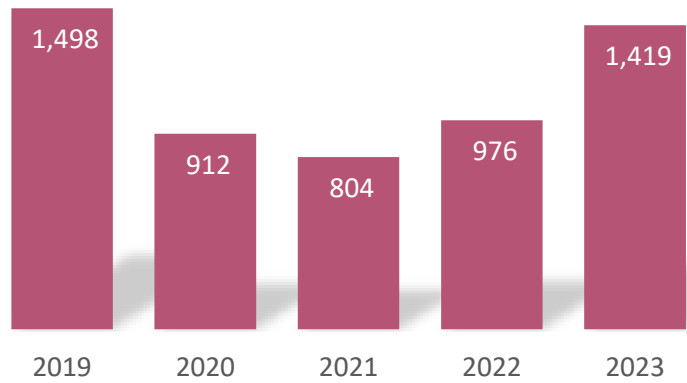


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

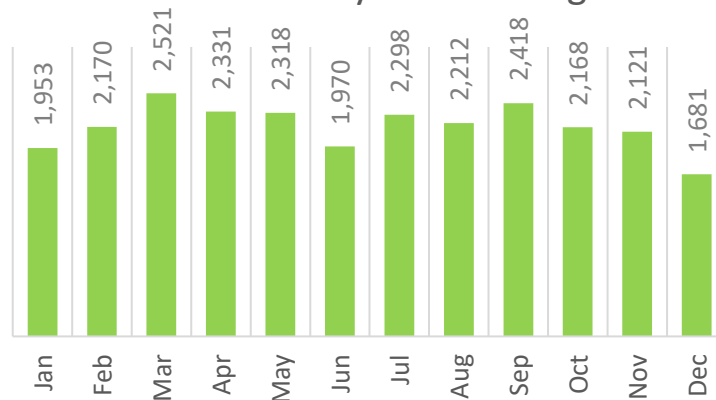
2023 Program Attendance



2023 Number of Programs



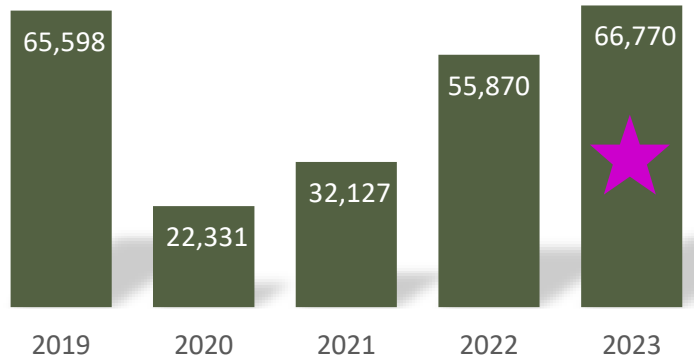
2023 Monthly Locker Usage



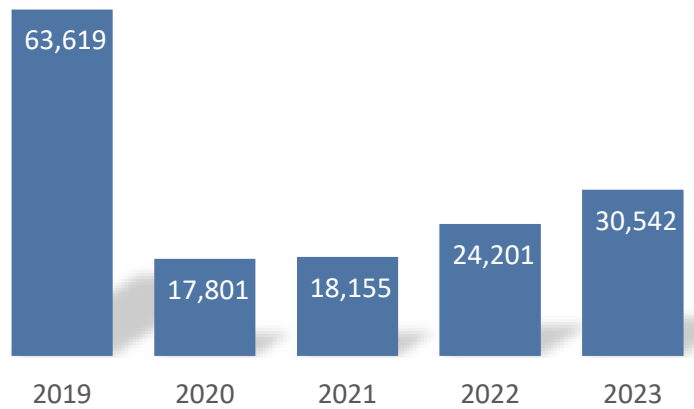


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

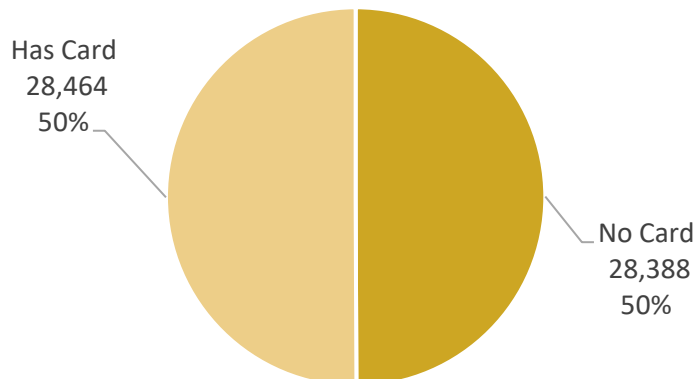
2023 Wireless Unique Users



2023 Public Computer Hours Usage

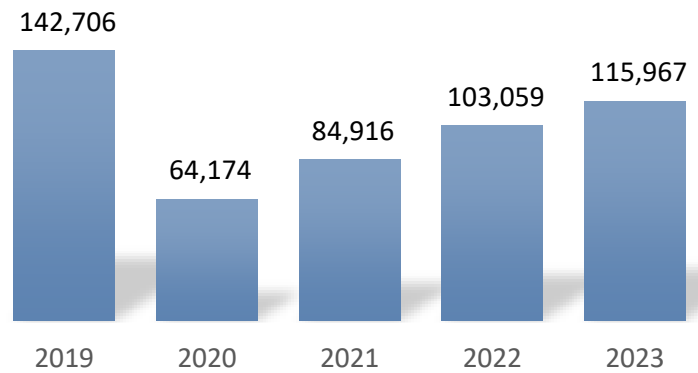


2023 MP Resident Library Cards

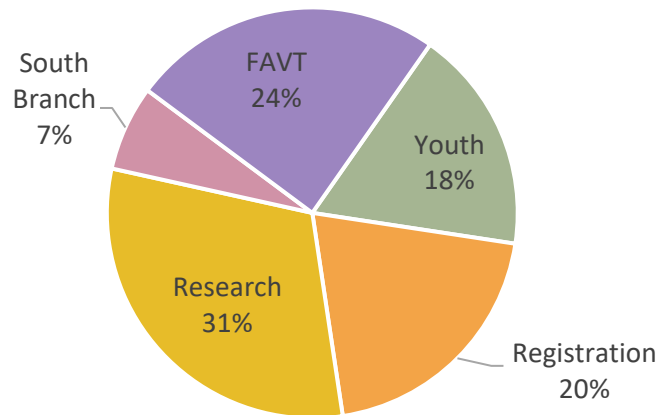


Mount Prospect Public Library  
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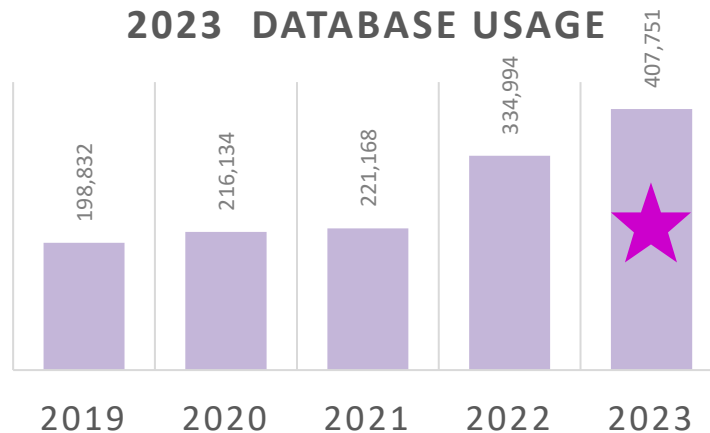
### 2023 Questions Answered



### 2023 Questions by Location

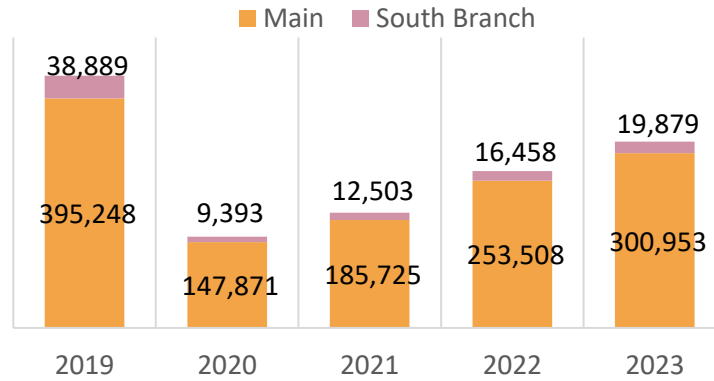


### 2023 DATABASE USAGE

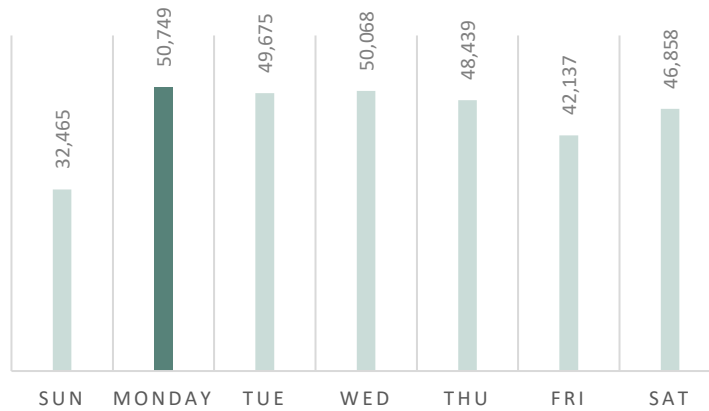


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

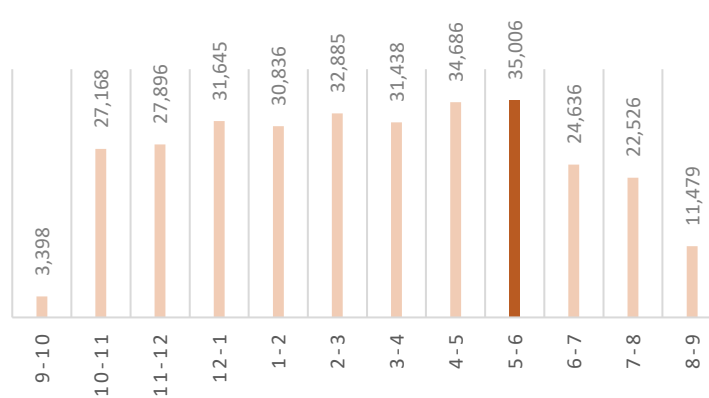
### 2023 Door Count



### 2023 MOST POPULAR DAY OF THE WEEK



### 2023 MOST POPULAR HOUR OF THE DAY



## December 2023 Strategic Plan Progress Report

### Strategic Plan Activities for 2024 and 2025

As we move forward with our two major projects for 2024, completion of other strategic goals will slow down. Work on projects won't stop, but we do not plan to launch any additional big new services during 2024 outside of CCS.

Activities originally planned to be completed in 2024 that will be deferred are:

- Evaluate the feasibility of installing kiosks, vending machines, or other self-service systems within the community.
- Identify and evaluate added outreach visits and/or programming to senior homes, multifamily dwelling units, churches, and other spaces where the community congregates.
- Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community.
- Investigate purchasing an outreach vehicle, such as a bookmobile or van, including what services could be provided "on the road."

Activities that will still be completed in 2024 are:

- Evaluate providing passports and/or license plate stickers.
- Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use.
- Increase number and type of circulating resources (i.e., Library of Things).
- Identify implementation timeline and funding of the Master Facility Plan for the Main Library.
- Complete CCS migration.
- Complete Project A renovation.

Toward the end of 2024, I recommend that the Board discuss an extension of the strategic plan past June 2025 as necessary.

### Items Completed in November/December 2023

1. **Adult Programming (B2A and B2B).** Evaluate current adult programming and incorporate new ideas from the strategic planning results. Increase the coordination of adult programs across MPPL departments, including South Branch.
  - a. We have completed the data gathering, analysis, and evaluation for both of the adult programming goals. We summarized the results, which you can see in the packet, "Strategic Plan Adult Programming Evaluation Results."

## MPPL Strategic Plan Status: December 2023



Mount Prospect Public Library  
2022 - 2025 Strategic Implementation Plan

ID	Initiative	Activity	End Date	% Done
<b>Completed by December 31, 2022</b>				
<b>A1A</b>	Spaces	Contract with an architect to complete a facility Master Plan for the Main Library.	12/31/2022	100%
<b>A1F</b>	Spaces	Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.	12/31/2022	100%
<b>B4A</b>	Services and Awareness	Evaluate library hours at all locations and adjust to meet community needs.	12/31/2022	100%
<b>B4B</b>	Services and Awareness	Review the list of closed days and adjust to address new or changed state or federal holidays.	12/31/2022	100%
<b>C1A</b>	Materials and Resources	Evaluate joining a resource-sharing consortium and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.	12/31/2022	100%
<b>C1C</b>	Materials and Resources	Establish a non-holdable collection consisting of popular materials, targeted to the browsing patron.	12/31/2022	100%
<b>Completed by December 31, 2023</b>				
<b>A1D</b>	Spaces	Evaluate the partnership with the Village and Human Services to define the benefits and requirements of sharing the Community Connections Center space.	12/31/2023	100%
<b>A2B</b>	Spaces	Create a new patron-focused website with simplified navigation and standardized naming conventions.	12/31/2023	100%
<b>B2A</b>	Services and Awareness	Evaluate current adult programming and incorporate new ideas from the strategic planning results.	12/31/2024	100%
<b>B2B</b>	Services and Awareness	Increase the coordination of adult programs across MPPL departments, including South Branch.	12/31/2023	100%
<b>C1B</b>	Materials and Resources	Increase the budget allocation for electronic materials with the intent to reduce wait times for popular materials.	12/31/2024	100%
<b>C2C</b>	Materials and Resources	Create a limited Digital Media Lab at Main that includes some makerspace elements.	12/31/2023	100%
<b>OCA1</b>	OC Marketing	Clarify the objective of the Communications department and clearly identify the purpose and desired outcomes. Collaborate with other library departments to identify priorities and best practices in order to maximize patron awareness.	12/31/2023	100%
<b>OCA2</b>	OC Marketing	Conduct a Communications departmental assessment, including divisions of responsibility and workload.	12/31/2023	100%
<b>OCA3</b>	OC Marketing	Evaluate Communications staffing and resources and adjust to meet the identified needs of the library, including revising processes and procedures as necessary.	12/31/2023	100%

Mount Prospect Public Library  
2022 - 2025 Strategic Implementation Plan

ID	Initiative	Activity	End Date	% Done
<b>Complete by December 31, 2024</b>				
A1B	Spaces	Identify implementation timeline and funding of the facility Master Plan for the Main Library.	12/31/2023	50%
B1A	Services and Awareness	Evaluate providing passports and/or license plate stickers.	12/31/2024	15%
C2A	Materials and Resources	Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use.	12/31/2024	0%
C2B	Materials and Resources	Increase number and type of circulating resources (i.e. Library of Things).	6/30/2025	66%
	<i>Spaces</i>	<i>Complete CCS migration</i>	<i>10/1/2024</i>	<i>5%</i>
	<i>Materials and Resources</i>	<i>Complete Project A Renovation</i>	<i>9/31/2024</i>	<i>10%</i>
<b>Complete by June 30, 2025</b>				
A1C	Spaces	Collaborate with the Village to expand, improve, or relocate the Community Connections Center that houses South Branch and Human Services.	6/30/2025	25%
A1E	Spaces	Identify expanded services and resources necessary to occupy an expanded, improved, or relocated South Branch.	6/30/2025	75%
A2A	Spaces	Conduct a signage audit in conjunction with Goal A1 and implement recommendations as appropriate at all locations.	6/30/2025	0%
A3A	Spaces	Conduct a display and shelving audit in conjunction with Goal A1 and implement recommendations as appropriate.	6/30/2025	0%
B3A	Services and Awareness	Evaluate the feasibility of installing kiosks, vending machines, or other self-service systems within the community.	6/30/2025	0%
B3B	Services and Awareness	Investigate purchasing an outreach vehicle, such as a bookmobile or van, including what services could be provided "on the road."	6/30/2025	15%
B3C	Services and Awareness	Identify and evaluate added outreach visits and/or programming to senior homes, multifamily dwelling units, churches, and other spaces where the community congregates.	6/30/2025	0%
B5A	Services and Awareness	Develop standardized, evergreen service offering materials in a variety of mediums that are suitable for new residents, new cardholder orientation, outreach events, etc.	6/30/2025	10%
B5B	Services and Awareness	Create library card campaigns that target a variety of audiences and remove barriers to library sign up and use.	6/30/2025	0%
B5C	Services and Awareness	Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community.	6/30/2025	0%
C2D	Materials and Resources	Evaluate opportunities to provide dedicated space for technology and makerspace resources at all locations in conjunction with Goal A1.	6/30/2025	10%
OCB1	OC Public Services	Identify services that are no longer adding value. Discontinue these services gently, understanding that they may be brought back in the future as needed.	6/30/2025	0%

## Strategic Plan Adult Programming Evaluation Results

December 2023

### Background

Based on results from the strategic planning process, we identified Adult Programming as an area that we wanted to look at and identify any opportunities for improvement. This resulted in two activities:

- Evaluate current adult programming and incorporate new ideas from the strategic planning results. (B2A)
- Increase the coordination of adult programs across MPPL departments, including South Branch. (B2B)

### Process

To complete these activities, we convened a task force consisting of:

- Beth Corrigan-Buchen, Community Engagement/South Branch Director
- Catherine Simmons, Research Program Librarian
- Chelsea Lord, Fiction/AV/Teen Adult Programming Librarian
- John McInnes, Head of Fiction/AV/Teen
- Julie Collins, Head of Research
- Stavroula Harissis, South Branch Manager

During 2023, the Task Force identified and completed “homework” assignments:

1. Discussed and evaluated the current type and need of adult programs coordinated by South Branch in comparison with the Main Library.
2. Reviewed past two years of adult program evaluation forms.
3. Reviewed responses to the strategic plan survey.
4. Reviewed past two years of general comment cards.
5. Analyzed historical statistics, especially during the years that there was an adult program assistant in the Marketing Department.
6. Evaluated adult programming at comparable libraries for the previous six months.

After all of the data was gathered, the Task Force analyzed, studied, and categorized it into action areas.

### Results

The first major result was that based on the data gathered, the group determined that the South Branch adult programs were largely meeting the needs of the community and likely would not benefit from a requirement to align with programs at the Main Library. South Branch adult programs are typically conducted in Spanish, and include topics such as crafts, book discussions, wellness, and family participation events. Additionally, all adult programs are available to all Mount Prospect residents, regardless of location. Adult programming staff from both locations are encouraged to collaborate as appropriate, but the remainder of this study focused on the adult program offerings at Main.



## Mount Prospect Public Library

The second major result was that there is interest in more technology programs and more programs for seniors. While there were plenty of other comments and suggestions, technology and older adults were the two areas that easily topped the requests.

The technology program requests can be consolidated into a core set of topics that are appropriate for a public library to provide hands-on basic to intermediate instruction on. MPPL provides resources for more advanced training, and for hundreds of other topics, through print and online resources. Our general program topics are:

- Adobe Creative Cloud
- Computer/internet basics
- Google Workspace
- Mac Studio hardware and software
- Microsoft Office
- Streaming services (“Cutting the Cord”)

Increasing programs targeted toward older adults can be complicated because there is a wide variety of topics of interest, seniors fall into the general “adult” category, and scheduling (time of day) is often the top indicator of who will attend programs. Our experience has shown that older adults are more likely to attend programs in the morning and daytime hours, and less likely to attend programs after dark. A subsection of older adults finds virtual programs more convenient.

At a high level, the general categories of older adult programs are:

- Informational (Medicare, aging in place, Social Security, driving, estate planning, etc.)
- Recreational (concerts, movies, book discussions, travel, life skills, art, history, crafts, etc.)

### Actions

The Task Force created targets for adult programs that addressed the results. Because this is the first time that we have had specific targets, we expect that we will refine and adjust in future years.

Topics/Tracks/Types	Frequency/Scheduling
Technology	
Drop in – general help	2/month, daytime, target audience seniors
Focused classes	3/month, daytime, evening, weekends
Adobe Creative Cloud series	1 series annually
Computer/internet basics	1 series annually
Google Workspace	1 series annually
Mac Studio hardware and software	1 series annually
Microsoft Office	1 series annually
Streaming services	4-5/annual
Movies	2-3/month, morning, daytime, weekend
Book Discussions	3/month (continue OBOV)
Performance/entertainment	12/annually, daytime, weekends
Informational/Educational	9/month, daytime, evenings, weekends
Crafts	6/annually, daytime, evenings, weekends

When the strategic plan activities were originally created, adult programming at Main was spread between three departments with limited coordination between them. Since then, there have been some staffing changes that have allowed us to streamline and better coordinate our efforts.

1. After the Program Assistant in the Marketing retired, the position and responsibilities were relocated to the Fiction/AV/Teen Department. This eliminated the programming responsibility from the Marketing department and consolidated it into the two primary adult services departments.
2. We took advantage of staff attrition to create focused Program Librarian positions in both the Research and Fiction/AV/Teen departments. Staffing adjustments continue to occur in order to meet the programming needs of the community.

Because the responsibility for adult programs at Main is concentrated between the adult departments, they are more easily able to work together on meeting the targets and are more flexible with sharing responsibilities.

### Going Forward

Going forward, the staff responsible for adult programming will:

1. Keep the specific strategic plan suggestions on hand and regularly refer to them when planning future programs.
2. Continue to monitor and respond to program evaluation forms.
3. Continue to monitor and respond to outside changes, such as new technology or current events.
4. Evaluate the Adult Program Targets annually and adjust as necessary.

## CCS and Renovation Monthly Update

January 18, 2024

### CCS Migration

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#### CCS progress since last month:

1. Established Project Team primary and alternate representatives:

Department	Primary Rep	Alternate Rep
Administration	Anne Belden	
Administration	Su Reynders	
*Building Services	Tom Garvin	Mike Barba
Circulation	Janine Wisniewski	Rachel Martin
FAVT	John McInnes	Abby Weaver
Finance	Malachi Kohlwey	Cassie Van Rooy-Joung
*HR – Training Coordination	Michelle Vonderhaar	
IT	Tim Loga	Jaime Lopez
*Marketing	Jennifer Amling	Emme Guest
Registration	Alison Horton	Megan Callaghan
Research	Julie Collins	Jenny Massa
South Branch	Beth Corrigan-Buchen	Elly Colin
Technical Services – Collection	Kelly Watson	
Technical Services – General	Ross Shanley-Roberts	Shang Liu
Youth	Steph Wolferman	Julie Jurgens

\*Supplemental and as-needed participation

2. Began database cleanup tasks
3. Attended Director Orientation on November 29 and Project Team orientation on January 16
4. Assigned representatives to CCS Technical Groups and began attending meetings
  - a. Governing Board
  - b. Acquisitions
  - c. Cataloging and Metadata Mgmt
  - d. Circulation
  - e. IT
  - f. ILL
  - g. Patron Access Services

#### CCS plans for next month:

1. Attend Management Team orientation on February 1
2. Complete configuration of inventory wand; establish inventory schedule
3. Continue database cleanup tasks
4. Verify/submit staff information for CCS mailing lists, CCS website access, department contacts
5. Begin profiling; establish settings and policies, like loan periods, shelf locations, check out and hold limits, etc.
6. Begin system administration build; CCS creates the library and branches in Polaris and populates policy tables and settings based on profiling

## CCS timeline

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

## Renovation

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### Renovation progress since last month:

1. Created temporary seating plans for the staff that will be displaced during construction
2. Completed the bid documents and published on January 9 in the Journal, Herald, and on our website
3. Conducted pre-bid meeting with interested contractors on January 17
4. Library-responsible vendor coordination
5. Order placed for sorter and self checks
6. Design development completed

### Renovation plans for next month:

1. Conduct public bid opening at 1:00 p.m. on Tuesday, January 30
2. Review bids, verify contractors, create bid approval recommendation
3. Approve bids at the February 15 board meeting

### Renovation timeline:

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

## Public Communication

1. An article about the CCS migration and renovation was published in the January 10 issue of the Mount Prospect Journal.
2. We posted a press release on our public website.