

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

Regular Board Meeting
December 15, 2022 7:00 p.m.
Meeting Room B

AGENDA*

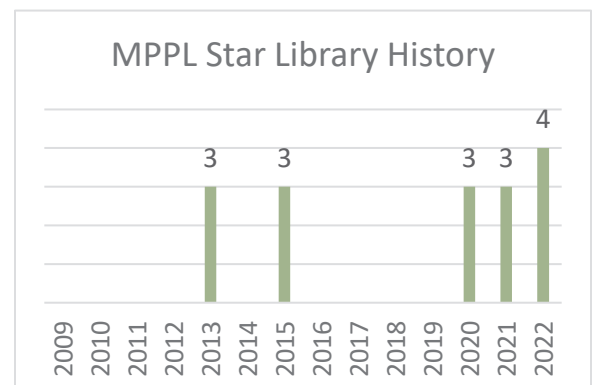
1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to, and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of November 17, 2022 **(3-5)**
 - b. November 2022 Bills **(6)** and Financial Reports **(7-18)**
6. **Old Business**
 - a. Approve Resolution No. 2022-5 Authorizing Execution of CCS IGA **(19-25)**
 - b. Approve Personnel Policy Updates **(26-48)**
7. **Executive Director Report (2)**
 - a. November 2022 Library Activity Report **(49-57)**
 - b. Strategic Plan Update **(58)**
 - c. Shining Stars Gala attendance **(59)**
8. **Trustee Reports and Comments**
9. **Upcoming Meetings and Events Calendar**
 - a. No Foundation Board Meeting in December
 - b. January 5 – Committee of the Whole Meeting – Cancelled
 - c. January 19, 7:00 p.m.– Regular Board Meeting
 - i. 2022 Year End Financial Review; Approve Per Capita Grant Application; Approve Village Ground Lease
 - d. January 23 – Foundation Board Meeting – Open
10. **Adjournment**

**Library Director Report
December 15, 2022**

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. This month you will see a new format for our financial reports. This is because we have completed the migration from our 22-year-old system (Sage) to our new web-based system, Financial Edge. The data in the new reports is essentially the same, but we tried to organize it in a more straightforward manner. We can modify the reports, so if there is anything you'd like to see, please let me know.
2. **Review of Consortium Recommendation.** This is agenda item 6a. The Board reviewed and discussed the catalog consortium recommendation at the November 17 meeting, and we ask for a final decision to be made at the December meeting. Included in the packet is a brief recap of the recommendation, the steps to take to vote, and answers to questions asked last month.
3. **Review of Personnel Policy Updates.** This is agenda item 6b. The Board reviewed and discussed the personnel policy updates at the November 17 meeting. Based on the requests at the meeting, we have amended the documents. Included in the packet is a summary of the changes, and we ask the Board for a final decision to be made at the December meeting.
4. **Shining Stars Gala 2023.** For the first time in two years, the Villages' Shining Stars Gala will be held in person. It will be at The Cotillion Banquets in Palatine on Saturday, February 4, 2023 from 6:00pm – midnight. Pre-pandemic, the library would typically purchase two tables (10 people each) and invite Trustees and staff to attend. At the meeting we will be asking if you are interested in attending, so please check your calendars. We'd like to purchase tickets before January 20 to get the early bird rate.
5. **MPPL Named 4-Star Library.** I am excited to report that MPPL has been named a *Library Journal* Star Library for the third consecutive year, and we improved from 3 stars to 4 (out of 5).

Star Libraries are chosen based on the statistics that we submit in our annual report (for us, that's the IPLAR), and libraries are categorized based on their annual expenditures. Being ranked a Star Library isn't the only way to determine a library's success, there are plenty of criteria that aren't easily tracked or reported (like the impact we have on individuals). That said, it is nice to be recognized.

Even though these are called the "2022" awards, the data being used is from 2020 (this is standard). That indicates that during one of our most difficult times, the first year of the pandemic, we were there for our community.



**Regular Board Meeting
November 17, 2022
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:01 p.m. by Michael Duebner, President.

2. Roll Call

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

Absent: None

Staff Present: Anne Belden, Laura Bos, Jo Broszczak, Tom Garvin, Stavroula Harissis, Tim Loga, John McInnes, Eva Kalbarczyk, Su Reynders, Suzanne Yazel

Visitors: Cheryl Costello

3. Public Comment

There was no public comment.

4. President's Report

President Duebner expressed his thanks to staff for their professionalism to support intellectual freedom.

5. Recognition of Staff and Volunteers

President Duebner read aloud the proclamation that recognized the following employees and volunteer who celebrated significant anniversaries in 2022.

35 Years

Michelle Vonderhaar

25 Years

Steve Browne

Carolyn Zintak

20 Years

Patricia Chester

Beth Corrigan-Buchen

Eva Kalbarczyk

20 Years cont.

Shang Liu

Patricia Schwarzkopf

15 Years

Christopher Amling

Lea Ballarino

Elizabeth Morrissey

10 Years

Laura Bos

5 Years

Jong Alabado Jr.

Katie Duncan

Michael Helenick

Andrea Johnson

Aidan Malony

Marie Voss

*Cheryl Costello

(*volunteer)

6. Consent Agenda

- a. Minutes of Regular Board Meeting of October 20, 2022
- b. Minutes of Committee of the Whole Meeting of November 3, 2022
- c. October 2022 Bills and Financial Reports
- d. Proclamation – Recognition of significant employee anniversaries
- e. Proclamation – Recognition of library volunteers
- f. Award bid for Building Automation Retrofit to Integrated Control Technologies at a cost of \$550,000

Director Reynders explained the bid process for the Building Automation Retrofit project. Building Services Department Head Tom Garvin explained that the current control boxes are obsolete and need replacement since they are reaching 20 years old.

Motion was made by Trustee Haas and seconded by Trustee Fulk to establish the Consent Agenda as presented. Voice vote carried.

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

7. New Business

- a. Review of Consortium Recommendation
Trustees reviewed the consortium recommendation, asked questions, and discussed the impact on the library and community. The Board will review again and make a final decision at the December 15, 2022 regular meeting.
- b. Review of Personnel Policy Updates
Trustees reviewed the recommended personnel policy updates and evaluated the potential impact on the staff and library. The Board will review again at the December 15, 2022 regular meeting.

8. Executive Director Report

Director Reynders reported that the second installment of the Cook County property tax bills were sent out and anticipates that the majority of the revenue will be received by the end of the year.

9. Trustee Reports and Comments

Trustee O'Sullivan attended the Village Board meeting on November 15 to accept the Teddy Bear Walk proclamation.

10. 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 Bass and seconded by Trustee O'Sullivan to adjourn to closed session at 8:28 p.m. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

11. Reconvene Open Session

Open session was reconvened at 8:29 p.m.

Motion was made by Trustee Bass and seconded by Trustee O'Sullivan to approve and release the closed minutes of March 17, 2022; and approve and not release the closed minutes of October 6, 2022. Voice vote carried.

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

12. Upcoming Meetings and Events Calendar

- a. November 28 – Foundation Board Meeting - Open
- b. December 1 – Committee of the Whole Meeting - Cancelled
- c. December 15, 7:00 p.m. – Regular Board Meeting
 - i. Village of Mount Prospect Ground Lease Resolution
 - ii. Approve personnel policy updates
 - iii. Make decision on consortium recommendation
- d. No Foundation Board Meeting in December

13. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Gilligan to adjourn the Regular Board meeting at 8:33 p.m. Voice vote carried.

Kristine O'Sullivan, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of NOVEMBER 30. 2022

Library General Fund	2,591,268.49
Working Cash Fund	2,212,206.26
Capital Projects Restricted Fund	4,029,287.03
Debt Service Fund	19,623.74
Gift Fund	572,331.42
Total All Funds	9,424,716.94

Cash Disbursements November 2022 *

\$ 2,324,994.17

* includes debt principal payment of \$1,550,000

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$ 4,803,475
Annual Operating Budget 2022	\$ 9,816,850
Combined Balance - Months in Reserve	5.9
Combined Balance - Percentage in Reserve	49%

YTD November Spending

* approximately \$636,000 below the year-to-date budget (before transfers)

* YTD Actual is 7.1% below YTD budget (before transfer)

Percent of Full Year Budget Spent to date

* YTD expected to spend 91.7% of the annual budget (before transfer)

* Spending to date was actually closer to 85.2% of the annual budget (before transfer)

* Last year at this time, we had expended about 93.1% of the annual budget

Levy Collection

* To date 53.4% of the total 2021 Levy has been collected

* Last year 97.8% of the 2020 Levy had been collected through November 2021

* Historically, over the past six years, 53.4% to 98.9% (average of 98.2%) of the current year Levy has been collected YTD

Mount Prospect Public Library

Statement of Revenues, Expenditures Fund Balance

For the Period Ended 11/30/2022

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$5,699,283.57	\$0.00	\$0.00	\$864,741.39	\$0.00	\$6,564,024.96
Illinois Per Capita Grant	\$83,856.70	\$0.00	\$0.00	\$0.00	\$0.00	\$83,856.70
Interest Income	\$51,171.42	\$0.00	\$52,333.23	\$19,686.54	\$103.45	\$123,294.64
Miscellaneous Fees	\$24,269.82	\$0.00	\$0.00	\$0.00	\$0.00	\$24,269.82
Friends Reimbursement	\$16,683.25	\$0.00	\$0.00	\$0.00	\$0.00	\$16,683.25
Foundation Reimbursement	\$1,025.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,025.00
Village Reimbursement	\$2,283.22	\$0.00	\$0.00	\$0.00	\$0.00	\$2,283.22
Grant Income	\$21,723.07	\$0.00	\$0.00	\$0.00	\$0.00	\$21,723.07
Miscellaneous Income	\$2,153.05	\$0.00	\$0.00	\$0.00	\$6,085.54	\$8,238.59
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$1,575.00	\$1,575.00
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$5,902,449.10	\$0.00	\$52,333.23	\$884,427.93	\$7,763.99	\$6,846,974.25
Expenses						
Salaries & Benefits	\$6,417,197.91	\$0.00	\$0.00	\$0.00	\$0.00	\$6,417,197.91
Management Expense	\$264,677.14	\$0.00	\$14.69	\$28,866.67	\$0.00	\$293,558.50
Operating Expense	\$297,267.49	\$0.00	\$0.00	\$0.00	\$1,937.90	\$299,205.39
Building Expense	\$513,328.47	\$0.00	\$158,282.35	\$0.00	\$3,853.98	\$675,464.80
Library Materials	\$873,105.82	\$0.00	\$0.00	\$0.00	\$159.47	\$873,265.29
Reimbursable Expense	\$21,078.95	\$0.00	\$0.00	\$0.00	\$0.00	\$21,078.95
Grant Expense	\$8,618.11	\$0.00	\$0.00	\$0.00	\$0.00	\$8,618.11
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Debt Reduction	\$0.00	\$0.00	\$0.00	\$1,550,000.00	\$0.00	\$1,550,000.00
Total Expenses	\$8,395,273.89	\$0.00	\$158,297.04	\$1,578,866.67	\$5,951.35	\$10,138,388.95
BEGINNING FUND BALANCE	\$5,084,093.28	\$2,212,206.26	\$4,135,250.84	\$714,062.48	\$570,518.78	\$12,716,131.64
NET SURPLUS/(DEFICIT)	(\$2,492,824.79)	\$0.00	(\$105,963.81)	(\$694,438.74)	\$1,812.64	(\$3,291,414.70)
ENDING FUND BALANCE	\$2,591,268.49	\$2,212,206.26	\$4,029,287.03	\$19,623.74	\$572,331.42	\$9,424,716.94

Mount Prospect Public Library Revenue Report

For the Period Ended 11/30/2022

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	\$0.00	\$5,699,283.57	\$10,182,663.00	\$4,483,379.43	55.97%	44.03%
Illinois Per Capita Grant	\$0.00	\$83,856.70	\$79,896.00	(\$3,960.70)	104.96%	(4.96%)
Interest Income	\$10,276.51	\$51,171.42	\$3,000.00	(\$48,171.42)	1,705.71%	(1,605.71%)
Fees	\$1,977.10	\$23,885.32	\$15,200.00	(\$8,685.32)	157.14%	(57.14%)
For Sale Items	\$27.50	\$384.50	\$399.00	\$14.50	96.37%	3.63%
Miscellaneous Income	\$0.00	\$2,153.05	\$1.00	(\$2,152.05)	215,305.00%	(215,205.00%)
Friends Reimbursement	\$960.77	\$16,683.25	\$0.00	(\$16,683.25)	0.00%	0.00%
Foundation Reimbursement	\$0.00	\$1,025.00	\$0.00	(\$1,025.00)	0.00%	0.00%
Village Reimbursement	\$713.12	\$2,283.22	\$0.00	(\$2,283.22)	0.00%	0.00%
Grant Income	\$6,458.65	\$21,723.07	\$0.00	(\$21,723.07)	0.00%	0.00%
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$20,413.65	\$5,902,449.10	\$10,281,159.00	\$4,378,709.90	57.41%	42.59%
Working Cash Fund						
200-4000-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
200-4040-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Capital Projects Fund						
400-4000-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-4040-99	\$11,725.39	\$52,333.23	\$775.00	(\$51,558.23)	6,752.67%	(6,652.67%)
400-4300-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-4700-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-4820-99	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%	100.00%
Total Capital Projects Fund	\$11,725.39	\$52,333.23	\$400,775.00	\$348,441.77	13.06%	86.94%

Mount Prospect Public Library Revenue Report

For the Period Ended 11/30/2022

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Debt Service Fund						
500-4000-99	\$0.00	\$864,741.39	\$1,581,000.00	\$716,258.61	54.70%	45.30%
500-4040-99	\$4,337.75	\$19,686.54	\$0.00	(\$19,686.54)	0.00%	0.00%
Total Debt Service Fund	\$4,337.75	\$884,427.93	\$1,581,000.00	\$696,572.07	55.94%	44.06%
Gift Fund						
300-4040-99	\$0.00	\$103.45	\$325.00	\$221.55	31.83%	68.17%
300-4300-99	\$186.05	\$6,085.54	\$5,000.00	(\$1,085.54)	121.71%	(21.71%)
300-4900-99	\$400.00	\$1,575.00	\$0.00	(\$1,575.00)	0.00%	0.00%
Total Gift Fund	\$586.05	\$7,763.99	\$5,325.00	(\$2,438.99)	145.80%	(45.80%)
Grand Total All Funds	\$37,062.84	\$6,846,974.25	\$12,268,259.00	\$5,421,284.75	55.81%	44.19%

Mount Prospect Public Library Expense Report

For the Period Ended 11/30/2022

	M.T.D.		Y.T.D. Expended	Annual Budget	Budget		Percent	
	Expended				Remaining	Expended	Remaining	Percent
Library Fund								
Salaries & Benefits								
Salaries	\$431,009.32	\$4,994,572.13	\$5,740,000.00		\$745,427.87	87.01%	12.99%	
IMRF	\$32,214.82	\$364,211.02	\$425,000.00		\$60,788.98	85.70%	14.30%	
MC/FICA	\$30,869.00	\$360,159.58	\$425,000.00		\$64,840.42	84.74%	15.26%	
Medical Insurance	\$58,107.93	\$675,599.46	\$801,000.00		\$125,400.54	84.34%	15.66%	
Life Insurance	\$83.32	\$1,101.34	\$1,500.00		\$398.66	73.42%	26.58%	
Unemployment Compensation Tax	\$2,358.77	\$21,554.38	\$23,000.00		\$1,445.62	93.71%	6.29%	
Total Salaries & Benefits	\$554,643.16	\$6,417,197.91	\$7,415,500.00		\$998,302.09	86.54%	13.46%	
Management Expenses								
Audit	\$0.00	\$5,200.00	\$5,200.00		\$0.00	100.00%	0.00%	
Legal Fees	\$0.00	\$2,388.00	\$10,000.00		\$7,612.00	23.88%	76.12%	
Printing	\$0.00	\$63,140.88	\$81,100.00		\$17,959.12	77.86%	22.14%	
Marketing	\$3,731.75	\$23,012.62	\$35,370.00		\$12,357.38	65.06%	34.94%	
Professional Dues	\$0.00	\$10,979.00	\$20,235.00		\$9,256.00	54.26%	45.74%	
Board Development	\$0.00	\$50.00	\$2,500.00		\$2,450.00	2.00%	98.00%	
Human Resources	\$6,371.84	\$108,775.26	\$146,189.00		\$37,413.74	74.41%	25.59%	
Other Operating	\$204.87	\$51,131.38	\$105,325.00		\$54,193.62	48.55%	51.45%	
Total Management Expenses	\$10,308.46	\$264,677.14	\$405,919.00		\$141,241.86	65.20%	34.80%	
Operating Expenses								
Telecommunications	\$2,058.08	\$32,365.67	\$35,950.00		\$3,584.33	90.03%	9.97%	
Insurance	\$0.00	\$101,046.00	\$119,400.00		\$18,354.00	84.63%	15.37%	
Office Supplies	\$365.10	\$16,993.46	\$22,574.00		\$5,580.54	75.28%	24.72%	
Library Supplies	\$398.34	\$10,246.75	\$21,075.00		\$10,828.25	48.62%	51.38%	
Postage	\$635.25	\$19,172.16	\$25,100.00		\$5,927.84	76.38%	23.62%	
Contract Services	\$20.00	\$30,332.77	\$48,894.00		\$18,561.23	62.04%	37.96%	
Software	\$4,572.20	\$87,110.68	\$67,257.00		(\$19,853.68)	129.52%	(29.52%)	
Total Operating Expenses	\$8,048.97	\$297,267.49	\$340,250.00		\$42,982.51	87.37%	12.63%	

Mount Prospect Public Library Expense Report

For the Period Ended 11/30/2022

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$25,189.11	\$152,941.91	\$183,592.00	\$30,650.09	83.31%	16.69%
Hardware & System Maintenance	\$10,585.22	\$113,100.57	\$134,407.00	\$21,306.43	84.15%	15.85%
Janitorial	\$4,223.94	\$56,522.52	\$68,200.00	\$11,677.48	82.88%	17.12%
Equipment	\$25,464.94	\$131,572.73	\$192,350.00	\$60,777.27	68.40%	31.60%
Utilities	\$3,659.75	\$59,190.74	\$50,800.00	(\$8,390.74)	116.52%	(16.52%)
Total Building Expenses	\$69,122.96	\$513,328.47	\$629,349.00	\$116,020.53	81.57%	18.44%
Services and Resources						
Adult Print	\$10,796.54	\$167,954.36	\$208,685.00	\$40,730.64	80.48%	19.52%
Adult AV	\$4,989.52	\$46,644.22	\$67,400.00	\$20,755.78	69.21%	30.79%
Youth Print	\$11,427.38	\$114,748.67	\$145,000.00	\$30,251.33	79.14%	20.86%
Youth AV	\$3,985.92	\$30,225.41	\$32,900.00	\$2,674.59	91.87%	8.13%
Magazines	\$513.41	\$19,880.40	\$18,500.00	(\$1,380.40)	107.46%	(7.46%)
Electronic Resources	\$4,224.35	\$183,372.39	\$178,475.00	(\$4,897.39)	102.74%	(2.74%)
Digital Media	\$14,275.03	\$179,454.08	\$204,620.00	\$25,165.92	87.70%	12.30%
E-Learning	\$0.00	\$38,939.31	\$43,437.00	\$4,497.69	89.65%	10.35%
Library of Things	\$470.61	\$23,065.59	\$29,250.00	\$6,184.41	78.86%	21.14%
Microform	\$0.00	\$619.85	\$900.00	\$280.15	68.87%	31.13%
Processing Supplies	\$720.18	\$16,453.58	\$25,350.00	\$8,896.42	64.91%	35.09%
Programs	\$5,781.31	\$51,747.96	\$71,315.00	\$19,567.04	72.56%	27.44%
Total Services and Resources	\$57,184.25	\$873,105.82	\$1,025,832.00	\$152,726.18	85.11%	14.89%
Transfers	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%	100.00%
Total Transfers	\$0.00	\$0.00	\$400,000.00	\$400,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$0.00	\$1,671.00	\$9,675.00	\$8,004.00	17.27%	82.73%
Friends Expenses	\$240.05	\$17,141.36	\$23,500.00	\$6,358.64	72.94%	27.06%
Grant Expenses	\$0.00	\$8,618.11	\$0.00	(\$8,618.11)	0.00%	0.00%
VOMP Expenses	\$269.38	\$2,266.59	\$3,183.00	\$916.41	71.21%	28.79%
Total Sponsored Expenses	\$509.43	\$29,697.06	\$36,358.00	\$6,660.94	81.68%	18.32%
Total Library Fund	\$699,817.23	\$8,395,273.89	\$10,253,208.00	\$1,857,934.11	81.88%	18.12%

Mount Prospect Public Library Expense Report

For the Period Ended 11/30/2022

	M.T.D.		Y.T.D. Expended		Annual Budget	Budget		Percent	
	Expended					Remaining	Expended	Remaining	
Capital Project Fund									
400-6130-99 Bank & Credit Card Fees	\$0.00	\$14.69	\$14.69	\$0.00	\$0.00	(\$14.69)	0.00%	0.00%	0.00%
400-6800-99 Building Maintenance - Service	\$1,334.50	\$110,688.10	\$110,688.10	\$52,416.00	\$52,416.00	(\$58,272.10)	211.17%	(111.17%)	0.00%
400-6805-99 Building Maintenance - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
400-6840-99 Equipment & Furnishings	\$0.00	\$47,594.25	\$47,594.25	\$508,560.00	\$508,560.00	\$460,965.75	9.36%	90.64%	0.00%
400-6845-99 Equipment & Furnishings - South Branch	\$0.00	\$0.00	\$0.00	\$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	0.00%	0.00%	0.00%
400-7010-99 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
400-7810-99 Transfer to Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	0.00%	0.00%	0.00%
Total Capital Project Fund	\$1,334.50	\$158,297.04	\$158,297.04	\$560,976.00	\$560,976.00	\$402,678.96	28.22%	71.78%	
Debt Service Fund									
500-6120-99 Administrative Expenses	\$0.00	\$450.00	\$450.00	\$450.00	\$450.00	\$0.00	100.00%	0.00%	0.00%
500-6130-99 Bank & Credit Card Fees	\$2,583.37	\$28,416.67	\$28,416.67	\$31,000.00	\$31,000.00	\$2,583.33	91.67%	8.33%	0.00%
500-6180-99 Principal payment	\$1,550,000.00	\$1,550,000.00	\$1,550,000.00	\$1,550,000.00	\$1,550,000.00	\$0.00	100.00%	0.00%	0.00%
500-6181-99 Principal Payment LT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Total Debt Service	\$1,552,583.37	\$1,578,866.67	\$1,578,866.67	\$1,581,450.00	\$1,581,450.00	\$2,583.33	99.84%	100.00%	
Gift Fund									
300-6840-99 Equipment & Furnishings	\$0.00	\$3,853.98	\$3,853.98	\$0.00	\$0.00	(\$3,853.98)	0.00%	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$1,937.90	\$1,937.90	\$0.00	\$0.00	(\$1,937.90)	0.00%	0.00%	0.00%
300-7060-99 Circulating Materials	\$0.00	\$159.47	\$159.47	\$1,000.00	\$1,000.00	\$840.53	15.95%	84.05%	0.00%
300-7070-99 Art	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$0.00	\$0.00	\$4,075.00	\$4,075.00	\$4,075.00	0.00%	100.00%	0.00%
300-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
300-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
Total Gift Fund	\$0.00	\$5,951.35	\$5,951.35	\$5,075.00	\$5,075.00	(\$876.35)	117.27%	(17.27%)	
Grand Total All Funds									
	\$2,253,735.10	\$10,138,388.95	\$10,138,388.95	\$12,400,709.00	\$12,400,709.00	\$2,262,320.05	81.76%	18.24%	

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2022

Transaction Date	Source	Amount
11/10/2022	Payroll 2022-1111	137,013.29
11/10/2022	Payroll 2022-1111	53,203.21
11/22/2022	Payroll 2022-1125	133,690.63
11/22/2022	Payroll 2022-1125	51,908.72
11/23/2022	Chase INK Payment 11/23/2022	14,951.78
11/15/2022	ICMA 10/14/2022 Duplicated in Error - to be refunded by IMCA	6,353.43
11/04/2022	BACKSTAGE LIBRARY WORKS	250.00
11/03/2022	AMERICAN LANDSCAPING INC.	710.00
11/03/2022	ANDERSON LOCK CO. LTD	215.00
11/03/2022	BISHOP PLUMBING, INC.	5,732.95
11/03/2022	CHRISTOPHER KIDD & ASSOCIATES LLC	1,334.50
11/03/2022	COMBINED ROOFING SERVICES LLC	1,750.00
11/03/2022	DANIEL S. PETERSON	370.00
11/03/2022	ELM USA, INC.	1,073.45
11/03/2022	ESTEVAN MONTANO	400.00
11/03/2022	GALE	18.85
11/03/2022	GAMBINO LANDSCAPING AND BRICK PAVING, I	275.00
11/03/2022	INTERIOR TROPICAL GARDENS	120.00
11/03/2022	KEVIN KOTHRAD	250.00
11/03/2022	LAKE COUNTY FOREST PRESERVES	60.00
11/03/2022	LAKESHORE LEARNING MATERIALS	39.98
11/03/2022	LESLEY PETERS	200.00
11/03/2022	LIBRARY JOURNALS, LLC	135.00
11/03/2022	MENARDS	122.12
11/03/2022	MIDWEST TAPE	681.85
11/03/2022	MOUNT PROSPECT PAINT, INC.	72.02
11/03/2022	NERADT ACE HARDWARE	17.99
11/03/2022	NEVIEN SHAABNEH	200.00
11/03/2022	NPN360	9,749.80
11/03/2022	REBECCA JOHNS	300.00
11/03/2022	SOUND INCORPORATED	280.00
11/03/2022	SUPERIOR INDUSTRIAL SUPPLY	229.35
11/03/2022	THE TEACHING COMPANY	179.80
11/03/2022	W. W. GRAINGER, INC.	349.57
11/03/2022	WAREHOUSE DIRECT	781.25
11/03/2022	WORLD TRADE PRESS	2,800.00
11/04/2022	CRYSTAL MANAGEMENT & MAINTENANCE SRVCS	2,980.00
11/04/2022	HR SOURCE	855.00
11/04/2022	LIGHTING SUPPLY COMPANY	114.74
11/04/2022	AT&T	2,693.74
11/14/2022	LIMRICC UNEMPLOYMENT COMP.	2,358.77
11/17/2022	BAKER & TAYLOR, INC.	22,888.96
11/17/2022	COMPSYCH CORPORATION	150.00
11/17/2022	CRIMSON MULTIMEDIA DIST., INC.	1,103.21

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2022

Transaction Date	Source	Amount
11/17/2022	ENCYCLOPAEDIA BRITANNICA, INC. EDUC.	2,600.00
11/17/2022	FINDAWAY WORLD, LLC	233.71
11/17/2022	INGRAM	1,672.26
11/17/2022	INTEGRATED CONTROL TECHNOLOGIES, LLC	214.99
11/17/2022	JOHN F. LORENS	200.00
11/17/2022	KANOPY, INC.	488.00
11/17/2022	LIBRARY IDEAS, LLC	45.36
11/17/2022	LIBRARY PASS, INC	1,950.00
11/17/2022	MIDWEST TAPE	5,904.73
11/17/2022	NORTH SHORE AGGREGATE INC	5,400.00
11/17/2022	OVERDRIVE, INC.	1,756.57
11/17/2022	PROSPECT ELECTRIC COMPANY	796.43
11/17/2022	RAILS	2,382.50
11/17/2022	SUPERIOR INDUSTRIAL SUPPLY	211.20
11/17/2022	TECHNOLOGY MANAGEMENT REVOLVING FUND	785.60
11/17/2022	THE GROVE NATIONAL HISTORICAL LANDMARK	50.00
11/17/2022	TRU GREEN-CHEM LAWN	465.76
11/17/2022	W. W. GRAINGER, INC.	264.15
11/25/2022	AMAZON	29.67
11/25/2022	AQUA-SAFARI, INC.	20.00
11/25/2022	AQUENT LLC	1,000.00
11/25/2022	BAKER & TAYLOR, INC.	5,536.20
11/25/2022	BIBLIOTHECA, LLC	6,383.94
11/25/2022	CINTAS #22	125.09
11/25/2022	F.E.MORAN, INC.FIRE PROTECTION	2,720.00
11/25/2022	FINDAWAY WORLD, LLC	49.99
11/25/2022	GARFIELD BUILDING MAINTENANCE	11,108.00
11/25/2022	JOHNSON CONTROLS FIRE PROTECTION	4,152.66
11/25/2022	JOHNSON CONTROLS	285.00
11/25/2022	KNOWBE4 INC	1,260.00
11/25/2022	MENARDS	14.95
11/25/2022	MIDWEST TAPE	264.93
11/25/2022	SCHOLASTIC, INC.	72.80
11/25/2022	SUPERIOR INDUSTRIAL SUPPLY	285.05
11/25/2022	THOMSON REUTERS - WEST	1,541.85
11/25/2022	TODAY'S BUSINESS SOLUTIONS, INC.	3,655.00
11/25/2022	VARIETY VENDORS	110.00
11/25/2022	WAREHOUSE DIRECT	461.48
11/03/2022	GUARDIAN	3,103.12
11/22/2022	AT&T ACH	213.32
11/05/2022	VILLAGE OF MT. PROSPECT	1,570.00
11/09/2022	REPUBLIC SERVICES #551	296.81
11/10/2022	AT&T	718.70
11/19/2022	COMCAST CABLE	71.55

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2022

Transaction Date	Source	Amount
11/22/2022	STAPLES BUSINESS ADVANTAGE	426.27
11/03/2022	VERIZON WIRELESS	389.37
11/25/2022	EXPERT PAY CHILD SUPPORT	188.31
11/28/2022	ICMA RETIREMENT TRUST - 457	7,439.87
11/30/2022	GUARDIAN	3,201.90
11/03/2022	AFLAC	266.81
11/03/2022	THRYV - DEX MEDIA	23.50
11/10/2022	EMPLOYEE BENEFITS CORPORATION	1,339.27
11/10/2022	EXPERT PAY CHILD SUPPORT	188.31
11/10/2022	ICMA RETIREMENT TRUST - 457	7,562.61
11/23/2022	EMPLOYEE BENEFITS CORPORATION	1,339.27
11/23/2022	CONSTELLATION NEW ENERGY- GAS DIVISION	2,353.25
11/30/2022	EMPLOYEE BENEFITS CORPORATION	344.25
11/30/2022	AFLAC	266.81
11/18/2022	MICHAELS	13.19
11/13/2022	BEST BUY	74.95
11/29/2022	AMAZON	54.87
11/29/2022	AMAZON	6.99
11/29/2022	BROWSERSTACK	1,068.04
11/29/2022	DAILY HERALD	34.60
11/29/2022	USPS	9.90
11/29/2022	WALMART	27.16
11/24/2022	AMAZON	8.75
11/23/2022	AMAZON	8.99
11/23/2022	PADLET SOFTWARE	24.00
11/23/2022	USPS	9.90
11/21/2022	AMAZON	5.99
11/21/2022	AMAZON	11.89
11/21/2022	AMAZON	36.97
11/21/2022	AMAZON	27.98
11/20/2022	4-IMPRINT	316.81
11/21/2022	ONLINE LABELS, INC	150.41
11/20/2022	FACEBOOK	20.00
11/18/2022	SYNOLOGY C2	349.95
11/18/2022	KD MARKET	13.45
11/18/2022	AMAZON	125.91
11/18/2022	USPS	9.90
11/17/2022	AQUENT LLC	320.00
11/17/2022	CHICAGO TRIBUNE	146.00
11/16/2022	AMAZON	124.77
11/20/2022	USPS	60.00
11/22/2022	USPS	228.00
11/17/2022	MARIANO'S	15.96
11/16/2022	CALLING POST COMMUNICATIONS	25.00

For the Period Ended 11/30/2022

Transaction Date	Source	Amount
11/16/2022	WALL STREET JOURNAL	149.97
11/16/2022	GENEALOGICAL.COM, INC	190.00
11/16/2022	LIBRARYWORKS INC	49.00
11/16/2022	SOCIALPILOT TECHNOLOGIES	210.00
11/16/2022	USPS	29.70
11/16/2022	WALMART	66.81
11/15/2022	AMAZON	54.00
11/15/2022	AMAZON	124.35
11/15/2022	BOOK DEPOSITORY	63.00
11/15/2022	TECHSOUP	300.00
11/15/2022	WP MAIL SMTP	79.00
11/14/2022	AMAZON	4.27
11/14/2022	AMAZON	52.95
11/13/2022	AMAZON	20.43
11/13/2022	THE ARTIST'S MAGAZINE	39.95
11/13/2022	NETFLIX	19.99
11/13/2022	NETFLIX	19.99
11/13/2022	USPS	19.80
11/13/2022	WALMART	40.95
11/11/2022	4-IMPRINT	2,817.94
11/11/2022	AMAZON	43.07
11/11/2022	AMAZON	10.99
11/11/2022	USPS	9.90
11/11/2022	WALMART	119.98
11/11/2022	WALMART	119.98
11/11/2022	WALMART	64.74
11/10/2022	AMAZON	37.38
11/10/2022	S&S Worldwide	189.12
11/11/2022	AMAZON	19.79
11/09/2022	AMAZON	27.98
11/09/2022	AMERICAN LIBRARY ASSOCIATION	71.10
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	DISCOVERY PLUS	4.99
11/09/2022	WALMART	9.65
11/08/2022	WALL STREET JOURNAL	54.99
11/07/2022	AMAZON	349.50

For the Period Ended 11/30/2022

Transaction Date	Source	Amount
11/07/2022	NETFLIX	19.99
11/07/2022	NETFLIX	19.99
11/07/2022	NETFLIX	19.99
11/07/2022	USPS	506.10
11/06/2022	AMAZON	8.99
11/06/2022	AMAZON	8.99
11/06/2022	AMAZON	8.99
11/06/2022	MICROSOFT	154.61
11/06/2022	MICROSOFT	6.60
11/06/2022	USPS	9.90
11/04/2022	AMAZON	8.99
11/04/2022	AMAZON	8.99
11/04/2022	AMAZON	49.98
11/04/2022	AMAZON	8.99
11/04/2022	AMAZON	8.99
11/04/2022	AMAZON	275.88
11/04/2022	BEST BUY	62.93
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	DISNEY	13.99
11/04/2022	NETFLIX	19.99
11/04/2022	NETFLIX	19.99
11/04/2022	NETFLIX	19.99
11/04/2022	NETFLIX	19.99
11/04/2022	NETFLIX	19.99
11/03/2022	AMAZON	8.99
11/03/2022	USPS	10.35
11/02/2022	AMAZON	71.92
11/02/2022	USPS	19.80
11/01/2022	AMAZON	48.61
11/01/2022	DAILY HERALD	34.60
11/03/2022	AIR & SPACE	35.00
11/02/2022	AMAZON	17.52
11/03/2022	AMAZON	10.95
11/06/2022	TEACHERS PAY TEACHERS	6.00
11/08/2022	WOOLLEY BROTHERS	263.80
11/23/2022	SPOTIFY	15.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 11/30/2022

Transaction Date	Source	Amount
11/24/2022	TONIES U.S.	146.17
11/30/2022	VILLAGE OF MOUNT PROSPECT - NCPERS	112.00
11/30/2022	VILLAGE OF MOUNT PROSPECT - IMRF	51,552.47
11/30/2022	VILLAGE OF MOUNT PROSPECT - BENEFITS INSURANCE	82,990.62
11/07/2022	VILLAGE OF MT. PROSPECT	85,573.95
11/02/2022	SHELL OIL COMPANY	50.27
11/14/2022	SHELL OIL COMPANY	26.19
		<hr/>
		\$ 786,049.58

MEMO — CONSORTIUM RECOMMENDATION

Mount Prospect Public Library

To: Board of Trustees
From: Susan Reynders, Executive Director
Date: December 15, 2022
Re: Consortium Recommendation – Final Decision

Comments: At the November 17, 2022 Board meeting, trustees reviewed and discussed the recommendation from staff to join a shared catalog consortium.

The formal recommendation is: “The Consortium Evaluation Task Force without reservation recommends that the MPPL Board approve joining the CCS consortium with a go-live date of about October 2024.”

To move forward, the Board needs to approve **Resolution No. 2022-5 Authorizing Execution of CCS Intergovernmental Agreement** (IGA). After the resolution is approved, MPPL officers will sign the resolution and IGA and deliver to CCS.

The CCS full governing Board (Executive Directors of all 28 member libraries) will vote to accept MPPL as a member at their January 11, 2023 meeting, and they will countersign the IGA.

During the November 17 meeting, several questions were asked that needed follow up, below are the answers:

1. Q: Who is CCS’s authority vendor?
A: CCS works with Marcive for authority records. The Data Services Librarian receives two files each month as part of a yearly subscription. One file is updated authority records and the other is new matches (that is, authority records that CCS needs, but weren’t available before).
2. Q: Will library staff have access to create authority records?
A: The Data Services Librarian is an independent NACO contributor and creates authority records on OCLC. Other CCS catalogers who have had NACO training and are independent contributors can also create authority records on OCLC, using a shared login. Those records should be added to our Polaris system after they are created. MPPL staff with NACO training would be able to continue to contribute records.
3. Q: How often are the authority records refreshed?
A: Bibliographic records are sent five times a year to Marcive for authorities processing. Local authority records are added on request. They are immediately available for use. But if there is an authority record for the same heading on OCLC it will be imported by the Data Services Librarian.

RESOLUTION NO. 2022-5

RESOLUTION AUTHORIZING EXECUTION OF CCS INTERGOVERNMENTAL AGREEMENT

WHEREAS, COOPERATIVE COMPUTER SERVICES (hereinafter "CCS") is an intergovernmental entity formed pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Agreement Act Ch. 127, Sec. 741, et seq., for the purpose of providing cooperative computer services and developing cooperative automation in all phases of library operations, so as to minimize costs, enhance resource sharing, improve services, and streamline library procedures; and

WHEREAS, the purpose of CCS is to furnish to the participants in CCS certain computer services and automation in accordance with the Intergovernmental Agreement establishing CCS and the Bylaws of CCS (including amendments thereto adopted from time to time hereafter); and

WHEREAS, the Mount Prospect Public Library (hereinafter referred to as the "Public Library") desires to obtain membership in CCS and to obtain computer services and automation for library purposes and programs in accordance with the Intergovernmental Agreement and Bylaws of CCS (including amendments thereto adopted from time to time hereafter); and

WHEREAS, the Public Library has examined the Intergovernmental Agreement and Bylaws of CCS, and the Public Library intends hereby to be bound by and to comply with said Intergovernmental Agreement and Bylaws (including amendments thereto adopted from time to time hereafter); and

WHEREAS, it is desirable and in the best interests of the Public Library to become an active member of CCS; and

WHEREAS, Section 10 of Article VII of the 1970 Illinois Constitution and Sections 3 and 5 of the Intergovernmental Cooperation Act (Ill. Rev. Stat. Ch. 127, Sec. 740, et seq.) authorize units of local government, including tax-supported public libraries and public library districts, to enter into intergovernmental agreements to exercise and enjoy jointly the respective powers, privileges, or authority and to jointly perform any governmental service, activity, or undertaking; and

WHEREAS, the Illinois Local Library Act (Ill. Rev. Stat. Ch. 81, Sec. 1-0.1, et seq.) and the Illinois Public Library District Act (Ill. Rev. Stat. Ch. 81, Sec. 1001-1) authorize the formation and provision of cooperative computer services and cooperative automation in all phases of library operations; and

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Public Library as follows:

Section 1: The recitals in the foregoing seven (7) paragraphs are incorporated by reference as substantive provisions hereof.

Mount Prospect Public Library
Board of Trustees

Section 2: That the President and Secretary of the Public Library are authorized to execute and transmit said Intergovernmental Agreement, together with a certified copy of this Resolution, to the Secretary of CCS.

Section 3: That the Public Library shall be bound by and comply with the Intergovernmental Agreement and Bylaws of CCS, including amendments thereto adopted from time-to-time hereafter.

Section 4: That this Resolution shall be in full force and effect from and after its adoption and approval as provided by law.

Adopted this 15th day of December 2022, pursuant to a roll call vote as follows:

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

PASSED THIS 15th day of December 2022

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **15th day of December 2022.**

Michael Duebner, President

ATTEST:

Kristine O'Sullivan, Secretary

Mount Prospect Public Library
Board of Trustees

STATE OF ILLINOIS)
) SS: COUNTY OF COOK) AND
COUNTY OF LAKE)

CERTIFICATION

I, Kristine O’Sullivan, Secretary of the Board of Library Trustees of the MOUNT PROSPECT PUBLIC LIBRARY, County of Cook, State of Illinois, do hereby certify that I am the duly qualified and acting Secretary of the Board of Library Trustees of the MOUNT PROSPECT PUBLIC LIBRARY, Counties of Cook, and State of Illinois.

I do further certify that as such official, I have care and custody of all official records of the Board of Library Trustees of said MOUNT PROSPECT PUBLIC LIBRARY, and I do further certify that the attached Resolution entitled, "RESOLUTION NO. 2022-5 AUTHORIZING EXECUTION OF CCS INTERGOVERNMENTAL AGREEMENT" is a full, true, and complete copy of that Resolution which was adopted on the 15th day of December 2022, by the MOUNT PROSPECT PUBLIC LIBRARY, and as it appears from the official records of the Library in my official care and custody.

I do further certify that the vote of the Board of Library Trustees of the MOUNT PROSPECT PUBLIC LIBRARY on the motion to adopt the aforesaid Resolution was as follows:

AYE: _____
NAY: _____
ABSENT: _____
ABSTAIN: _____

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of MOUNT PROSPECT PUBLIC LIBRARY this 15th day of December 2022.

Kristine O’Sullivan, Secretary

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY COMPUTER SERVICES

WHEREAS, each of the Libraries listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., or a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq.; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970 and to the Intergovernmental Agreement Act, 5 ILCS 220/ I et seq. and to the respective statutes pursuant to which each of the said Libraries is established, the Board of Trustees of each of the said Libraries is empowered and authorized to enter into intergovernmental contracts and agreements for library services; and

WHEREAS, the Libraries which are signatories to this Agreement wish to cooperate jointly and mutually among themselves to provide library automation and library computer services;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, and in further consideration of the execution of this Agreement by any one or more of the other Libraries listed on Exhibit A, the Library whose signature is set forth below hereby agrees as follows:

1. There is hereby created and established an intergovernmental entity to be known as the Cooperative Computer Services, a body politic and corporate ("CCS"), which shall be the administrative entity formed to carry out the joint and cooperative undertakings of this Agreement.
2. CCS shall be comprised of each of the Libraries which are signatories to this Agreement, each of which Libraries shall be designated a "Member" of CCS.
3. The affairs of CCS shall be conducted by a Governing Board, which shall be composed of one representative from each of its Members.
4. Each representative to the Governing Board of CCS shall be appointed by the Board of Trustees of the Member from among the Trustees of such Member or its head librarian. Each such representative shall have such authority and power as shall be conferred by the appointing Member.
5. CCS may exercise any power, privilege, or authority, consistent with its bylaws, which may be exercised by any of its Members, and may perform any governmental service, activity, or undertaking which any of the parties hereto is authorized by law to perform.
6. The Governing Board of CCS shall adopt bylaws consistent with law and with this Agreement to govern its operation, which bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting, contracts, budgeting, receipt and expenditure funds, ownership of real and personal property, operational services, employment of staff, assessment of fees, establishment and termination of membership, and dissolution.

7. This Agreement shall become effective and binding upon and inure to the benefit of the Libraries signing this Agreement, and their respective successors and assigns, as of the date of execution by any two (2) or more of the Libraries listed on Exhibit A; provided, however, that this Agreement shall be null and void ab initio unless by September 22, 1987, not less than twenty-three (23) of the Libraries listed on Exhibit A attached hereto have so signed.
8. Cooperative Computer Services, an intergovernmental entity established pursuant to the Illinois Constitution and statutes, shall provide Social Security coverage to its employees. The Governing Board shall enter into a Section 218 Agreement on behalf of the employees of CCS pursuant to Section 218 of the Social Security Act (42 U.S.C. 418) by entering into a coverage agreement with the Social Security Division of the Illinois State Employees' Retirement System, in accordance with Article 21 of the Illinois Pension Code (40 ILCS 5/21-101). The Governing Board is authorized to take such other and further action as may be necessary or desirable to provide and maintain Social Security coverage to the employees of CCS.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under authority of its Board of Trustees, has caused this Agreement to be duly executed. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement and all such collectively constitute one original.

Dated this 15th day of December 2022

MOUNT PROSPECT PUBLIC LIBRARY

Michael Duebner, President

Susan Reynders, Executive Director

COOPERATIVE COMPUTER SERVICES

Heidi Smith, President

Rebecca Malinowski, Executive Director

EXHIBIT A: CCS MEMBER LIBRARIES

1. Algonquin Area Public Library District
2. Cary Area Public Library District
3. Crystal Lake Public Library
4. Des Plaines Public Library
5. Elmhurst Area Public Library District
6. Evanston Public Library
7. Fox Valley Public Library District
8. Fremont Public Library District
9. Glencoe Public Library
10. Glenview Public Library
11. Grayslake Area Public Library District
12. Highland Park Public Library
13. Huntley Area Public Library
14. Indian Trails Public Library District
15. Lake Forest Library
16. Lake Villa District Library
17. Lincolnwood Public Library District
18. McHenry Public Library District
19. Morton Grove Public Library
20. Niles-Maine District Library
21. Northbrook Public Library
22. Palatine Public Library District
23. Park Ridge Public Library
24. Prospect Heights Public Library District
25. Round Lake Area Public Library District
26. Wilmette Public Library District
27. Winnetka-Northfield Library District
28. Zion-Benton Public Library District

Contact information for each library is available at <https://www.ccslib.org/member-library-information>

MEMO — PERSONNEL POLICY UPDATES

Mount Prospect Public Library

To: Board of Trustees
From: Susan Reynders, Executive Director
Date: December 15, 2022
Re: Personnel Policy Updates – Final Decision

Comments: At the November 17 meeting, Trustees reviewed and discussed proposed updates to certain sections of the MPPL personnel policy.

Presented for approval are those same updates with three changes:

Section F: Compensation and Recognition, Hours of Work, and Paydays

1. Section I3a Bonus Awards
 - a. Add the word “monetary” to specify the form of the Bonus Award.

Section G: Benefit Time, Vacation, Personal, Holiday

2. Section IE Vacation
 - a. Restore original vacation language, revert to the previous version.
 - b. After taking into consideration the discussion at the November 17 meeting, we have withdrawn the request to expand vacation benefits at this time. Staff revisited this issue and confirmed that we are currently in line with our peer libraries. It is possible that we may come back to this topic in the future, especially if the marketplace continues to fluctuate and the labor market tightens.
3. Section V Parental Leave
 - a. Remove the words “up to” to clarify that the leave consists of six weeks and is not subject to discretionary changes by MPPL.

An additional note: Trustees talked about other sections of the policy that did not include recommendations for change, and those items have been noted. The plan is to undergo a more significant overhaul of the personnel policy, including working with an employment lawyer to ensure compliance. This means that we will have future opportunities to review other areas of the document as needed.

Personnel Code Section D

Introductory Period

I. Purpose

- A. To complete the new employee selection process by providing an orientation period of on-the-job work experience by which both the new employee and the Library may evaluate the suitability of employment on a regular basis.

II. Scope

- A. This policy applies to all positions.

III. Policy

- A. Introductory period of up to 6 months from date of hire. ~~General part-time employees (working less than 20 hours per week) will serve an introductory period of 9 months with a minimum of 300 hours worked from date of hire.~~ With the approval of the Executive Director this introductory period may be extended.
- B. The purpose of the introductory period is to provide the employee with a reasonable opportunity to learn the responsibilities of their job and to give the Library an opportunity to assess the employee's abilities and competence.
- C. During the introductory period, employee performance evaluations will be held. If the Library determines in its sole discretion that a satisfactory performance level cannot be achieved through a reasonable amount of training and coaching, introductory period employees will be released immediately.

IV. Procedures

- A. ~~The~~ Direct supervisor will be responsible for the training and evaluation during the employee introductory period.
- B. ~~If position is a different job description an existing employee has been transferred or promoted to a new position,~~ written performance appraisals will be conducted at 3 months and 5-1/2 6 months. ~~For general part time, performance appraisals will be conducted at 3 months and 8-1/2 months.~~ Informal coaching and feedback should be provided on a daily or as-indicated basis, with an emphasis on benchmarks at 3 and 6 months.
- C. ~~If position is the same job description with tasks and responsibilities not performed previously, oral or written performance appraisals as appropriate will be conducted at 1, 3, 6, or 9 months.~~

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Personnel Code Section D – Introductory Period

- D. Upon satisfactory completion of the introductory period, employees move to full-time, regular or general part-time status and are subject to the standard performance appraisal process.
- E. If, during the introductory period, unsatisfactory performance does not improve with training and coaching, ~~the~~ Human Resources ~~Officer~~ and the Executive Director will be advised, and a decision will be made relative to releasing the employee from the Library.

DRAFT

Personnel Code Section F

Compensation and Recognition, Hours of Work, and Paydays

I. Salary Program Administration

- A. **Purpose.** To maintain a program of internally and externally equitable salaries.
- B. **Scope.** This policy applies to all regular, salaried positions, full-time and part-time, exempt and non-exempt.
- C. **Policy.** The Library intends to pay salaries competitive with those in the community, comparable libraries and the private sector, recognizing individual effort and contribution to the success of the Library. Approval of salary policy and salary scale is the responsibility of the Library Board of Trustees. Administration is the responsibility of the Executive Director.

D. Salary Program Elements

- 1. **Salary Ranges.** Each job position in the Library has been assigned a salary range. Within this framework, an employee's salary will be related to demonstrated performance. Employees will receive a salary that is within the range limits of the applicable grade. (See Salary Range Schedule).
 - a. Range Minimum. The minimum of the appropriate salary range will be paid to all qualified employees. New employees may be hired above the minimum rate.
 - b. Range Maximum. The maximum of a salary range provides an upper limit of what employees in that range can be paid.
 - ~~c. An exception is made if an employee has been at the maximum of range with no increase for three years.~~
 - a. Employees who are at or above the maximum salary in the applicable range or who will exceed the maximum salary after a merit increase will be considered for a merit recognition bonus. For eligible employees, the merit bonus as determined through the merit review process is handled as follows:
 - i. If already at or above the maximum a merit recognition bonus equal to 50% of the merit increase is given.
 - ii. If the merit increase given will bring the employee to the maximum, ~~his/her~~ their salary will be increased to the maximum in the range and that employee will also receive a merit recognition bonus.
- 2. **Salary Review.** With the exception of new employees, ~~on the~~ still in their introductory period, or Library budgetary constraints, reviews for salary increases are conducted yearly. Increases, if granted, are a percentage of base salary. Increases may be granted automatically or upon merit as a result of demonstrated performance, documented by job-related performance appraisal. New employees who have not completed the introductory period are not eligible for an annual merit salary increase.

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Personnel Code Section F - Compensation

- a. Regardless of anniversary and review date, annual merit salary increases are given in that payroll check which represents the first full two-week payroll period in January of any calendar year.
- b. Maintenance of Salary Structure. Salary ranges of the Library pay structure will be reviewed by the Library Board of Trustees annually to determine their adequacy for business conditions. Adjustments will be made to the structure, as required and as funds allow. Salaries paid to individuals will not necessarily be adjusted at that time.
- c. The library will regularly (3-5 years) conduct a market benchmarking study with pay ranges, conducted by a third-party company, to determine current competitive pay practices for the library.

3. Special Awards

- a. **Bonus Award.** All employees are eligible to receive a monetary bonus award. Employees may be nominated for such an award by ~~a fellow employee, a supervisor or member of the administrative staff~~ their immediate supervisor. All bonus awards are subject to the approval of the Executive Director. Taxes as appropriate are deducted. Criteria for consideration of a bonus award are as follows:

- i. Saving the Library money by recommending and working toward the implementation of a new technology or other means to streamline a process, correct an existing situation and/or eliminate or substantially reduce a budget line item.
- ii. Meeting and solving unexpected challenges and difficulties of the workplace with a positive attitude.
- ~~iii. Excellent performance of special assignments and/or duties made by the Executive Director and/or Library Board.~~
- ~~iv. A commitment to professionalism and/or professional activities which goes beyond normal expectations and which involves a substantial amount of personal time and effort including actual activities in professional organizations which are recognized as outstanding.~~
- ~~v.iii.~~ iii. An employee's exceptional idea, action, program or service which has had a positive and significant impact on community relations; made a significant improvement in a department or Library operation; made a significant contribution to staff morale and development; led to development of a new service or reorganization of an existing service.
- ~~vi. Frequent use of an exceptional knowledge, talent or skill for the benefit of the Library.~~
- ~~vii.iv.~~ iv. Outstanding relations with patrons; exceptional actions, attitudes, service.
- ~~viii.v.~~ v. Outstanding relations with co-workers; exceptional interpersonal skills.

- ~~b. **Pat on the Back Award.** Staff may nominate a coworker for the "Pat on the Back" award for performing above and beyond the call of duty, consistently doing a good job, a job well done, plugging away, outstanding work and other similar reasons. Supervisory staff are not eligible to be nominated or to nominate. Selection is made on a monthly basis by a staff committee consisting of prior winners. The Friends of the Library may provide a token gift of~~

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~~appreciation for the winner and sponsors an annual luncheon for the winners. The committee chair awards the winner during a brief ceremony. Names are recorded in the Executive Director's monthly report to the Board of Trustees and are posted in the staff room.~~

~~e.b. **Employee of the Moment Award.** Staff may nominate a coworker, manager or administrator for an "Employee of the Moment" award noting a specific act of "going beyond what is expected in the job." The nomination is sent to the EOM mailbox so that it may be reviewed and if approved then posted in staff room. The Friends of the Library may provide a token gift of appreciation for staff who receive the award. Names are recorded in the Executive Director's monthly report to the Board of Trustees and are posted in the staff room.~~

~~d.c. **Employment Anniversary Recognition Awards.** Employees who have reached significant employment anniversaries (five-year intervals) will be recognized by a Librarythe Board resolution and reception at the November regular board meeting. In addition, the Library Board will provide award a gift of appreciation bonus at the time of the employee's anniversary.~~

II. Hours of Work and Paydays

- A. **Purpose.** To establish the hours of employment in the Library's workweek and to establish pay periods and paydays to administer the payment of wages, salaries and overtime.
- B. **Scope.** This policy applies to all employees.
- C. **Policy**
 - 1. **Hours of Work.** The Library follows a work schedule of 37.5 hours per week, excluding time for lunch. Part-time employees are responsible ~~to limit~~for limiting their work hours to those scheduled. Other than authorized personnel, no employee is to remain in the building more than fifteen (15) minutes past closing time. If it is necessary for an employee to remain longer than this time, prior permission must be received from the Department Head and/or Executive Director.
 - 2. **Lunch and Break Periods.** Employees scheduled to work seven (7) or more hours in a shift must take a clocked out lunch break which should be scheduled within the first five (5) hours of the employee's scheduled shift. Lunch period is on the employee's own time and not considered paid time by the Library. Actual time for the lunch period is subject to approval of the Department Head but shall not be less than 20 minutes in duration. If an employee entitled to a lunch break is prohibited or discouraged from taking of at least 20 minutes in length beginning no later than the fifth hour of the employee's shift, the employee should bring this to the attention of Human Resources. Human Resources is responsible for promptly investigating such complaints and taking any corrective action that may be appropriate.

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Personnel Code Section F - Compensation

3. Employees scheduled for four (4) continuous hours of work may take one paid 15-minute break during those four (4) hours. Time of break is subject to the approval of the Department Head, ~~and employees may not leave Library property during such paid break times. Library property does not include Village parking garage or public sidewalk.~~
4. Employees who are pregnant, breast feeding, or who have a disability, and need an adjustment to the regular meal and break periods policy as an accommodation should bring it to the attention of Human Resources.
5. Employees must notify department and clock out when leaving the building.
6. **Paydays.** The payroll period runs from Sunday of one week through Saturday of the second following week. Employees are paid every other Friday for all time worked through the preceding payroll period. Direct deposit and online access to paycheck information is available.
7. **Overtime.** Non-exempt employees will be given in lieu of overtime compensation, compensatory time off at a rate of time-and-a-half for all authorized hours worked in excess of 40 hours per week. All overtime must be approved in advance by a Department Head and request submitted to Human Resources/Administration.
8. To ensure that non-exempt employees are compensated in accordance with all applicable state and federal laws, Mount Prospect Public Library prohibits all off-the-clock work (performing work that is not reported in timeclock). Non-exempt employees may not work off-the-clock at any time, even if a manager asks the employee to do so. No one is authorized to instruct any employee to work off-the clock.

Non-exempt employees who conduct work remotely (this includes email) without obtaining prior authorization and consent may be subject to discipline up to and including termination.
9. Employees should review their hours in the timeclock and pay on their paycheck and in their online access regularly. Employees should report any problems with their pay or their clocked hours immediately to their supervisor and Human Resources.

Personnel Code Section G

Benefit Time – Vacation, Personal, Holiday, etc.

I. Vacations

- A. **Purpose.** To provide a traditional paid time off benefit that will provide a restful break in year-round routine.
- B. **Scope.** This policy applies to all full-time and regular part-time employees, non-exempt and exempt who have completed the introductory period.
- C. **Policy.** The Library requires each eligible employee to take an annual vacation entitlement as paid time off away from work. Vacation will be taken so as not to interfere with Library or departmental business.
- D. **Eligibility.** All full-time employees and regular part-time employees are entitled to earned paid vacation time. General part-time employees are not entitled to paid vacation time but may take time off without pay following the guidelines below. Executive Director's vacation is as determined by the board.
 - 1. Vacation entitlement is based on scheduled hours worked for full-time (37.5 hours) and part-time (varies) per week.
 - 2. 2. Vacation benefit will accrue to a maximum balance equal to an employee's annual benefit allowance. At any time when the maximum benefit accrual is reached, no further vacation benefit will be earned until the accrual balance falls below the annual benefit allowance. All employees are only permitted to carry over 50% of their unused vacation into the new calendar year. Special circumstances may allow some carry over at the discretion of the Executive Director.
 - 3. Vacation time is not accrued during an unpaid leave of absence. An unpaid leave is a leave of absence or portion thereof during which an employee is not being paid vacation, sick, or personal days through the Library's payroll system, and includes periods during which disability or worker's compensation benefits are being paid. Holiday and birthday time are also not earned during an unpaid leave of absence for part-time staff. Earning resumes upon return to active status.
 - 4. Unused vacation time allowance, within the guidelines preceding, will be paid to employees upon separation. Pay will be computed based on the rate earned upon separation.
 - 5. Anniversary date for benefit calculation is determined by full-time, regular part-time, and general part-time status of all time worked at the Library, except temporary employment.
- E. **Vacation Procedures and Guidelines**
 - 1. Vacations may be taken as whole weeks or as whole or partial days.
 - 2. Selection of vacation dates must not interfere with Library or departmental business and is subject to approval of the employee's department manager. The Department Head's approval is determined by adequate staffing levels to operate their

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department and rotations if appropriate. All vacation requests are subject to final approval by the Executive Director.

3. If a Library paid holiday falls during an employee's vacation, the employee will receive holiday time instead of vacation time.
4. Vacation periods must be scheduled in advance so that arrangements can be made to handle the work for the vacationing employee.
5. Supervisors are responsible that correct vacation entitlement is scheduled and recorded in the timeclock.

Full Time (37.5 hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
Less than 5 years	2 weeks (75 hrs)	12 days	3 days	7 paid holidays
6 through 10 years	3 weeks (112.5 hrs)	12 days	3 days	7 paid holidays
10 or more years of service and all Librarians and Management	4 weeks (150 hrs)	12 days	3 days	7 paid holidays

Regular Part Time (scheduled to work 20 or more hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
Less than 5 years	Paid 2 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled
6 through 10 years	Paid 3 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled
10 or more years of service and all Librarians and Management	Paid 4 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled

General Part Time (scheduled to work fewer than 20 hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
Less than 5 years	Unpaid 2 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled
6 through 10 years	Unpaid 3 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled
10 or more years of service and all Librarians and Management	Unpaid 4 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled

II. Holidays

- A. **Purpose.** To provide a paid time off benefit for recognition of holidays.
- B. **Scope.** This policy applies to all full-time employees. Regular and general part-time employees will receive holiday pay if they are scheduled to work that day of the week as part of their regular schedule, and the holiday pay will be equal to the hours they were scheduled to work. ~~will receive pro-rated holiday time, if they would regularly be scheduled to work on that holiday. They must be scheduled to work that day of the week regularly.~~
- C. **Policy.** The following days are recognized as Library paid holidays and the Library is closed:
1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving Day
 6. Christmas Eve Day
 7. Christmas Day

The Library is closed on Easter Sunday and closes at 5:00 p.m. on New Year's Eve and Thanksgiving Eve. These are not paid holidays.

- D. If a holiday falls during an employee's scheduled vacation, the employee will use holiday time instead of vacation time.
- E. ~~Part-time~~ Employees on any unpaid leave of absence do not receive holiday or birthday time during their leave of absence.
- F. When the Library has designated a floating holiday, the employee should use the holiday time within 60 calendar days, by the end of the calendar quarter. ~~If, due to staffing needs, an employee does not have a reasonable opportunity to use the floating holiday before the end of the quarter, the employee may request an extension from their supervisor.~~

III. Sick Leave

- A. **Purpose.** To provide income protection for employees who, because of illness (including pregnancy, childbirth, or related medical conditions) or injury, are temporarily disabled and unable to perform the employee's regular job or any other assignment offered. Sick leave may also be used for medical appointments that cannot be scheduled outside of an employee's scheduled hours of work and when needed due to an illness, injury, or medical appointment of a family member for whom the employee is providing care.
- B. **Scope.** This policy applies to all full-time employees and regular part-time employees who receive sick leave benefits. In addition to being used when an employee is unable to work due to the employee's own medical condition, sick leave may be used to care for an ill relative in the employee's immediate family. Immediate family is defined as employee's spouse, civil union partner, child (including a stepchild and a child placed with the employee for adoption or foster care), parent, stepparent, mother-in-law, father-in-law, grandparent,

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grandchild, or other member of the household for whom the employee is providing care. Other family-related hardship may be brought to the attention of Human Resources or the Executive Director for special consideration to allow the use of sick time. Sick time also may be used for medical appointments that cannot be scheduled outside of the employee's regular working hours. General part-time employees are not eligible for sick leave benefits.

C. Policy.

1. Amount of Benefit. Full-time employees accrue sick leave at the rate of 3.5 hours per pay period from the first pay period of employment. Regular part-time employees accrue sick leave on a pro-rated basis based upon the number of hours worked in a regular schedule. Sick leave may be accumulated to 240 days.
2. Eligibility. The Library may require any employee, at the employee's expense, to support a request for sick leave by medical certification.

D. Procedures. These guidelines will be followed by supervisors in administering sick leave:

1. Maintaining Contact
 - i. When reporting an illness, an employee should notify the Supervisor or Department Head as soon as possible. Method and timing for reporting absences should be done following departmental procedures. During a period of sick leave, an employee is expected to maintain regular contact with the supervisor (or make other suitable arrangements) in order for the supervisor to know the employee's estimated date of return to work.
 - ii. Physician's Note Upon Return. When any full-time employee is absent for more than five successive days because of an illness, a doctor's note (at the expense of the employee) is required to return to work. If the absence was due to the employee's illness or injury, the note should include clearance to return to work as well as any restrictions. If the absence was due to the employee's need to care for another family member, it should detail the time frame, reason for the employee's absence, and the family member's relationship to the employee. If a part-time employee is absent due to illness, they should consult their supervisor to see if a doctor's note is required as it will depend on the employee's work schedule.
 - iii. In all cases, regardless of the length of the absence, if a medical restriction is needed in connection with an employee's return to work, a doctor's note is required.

E. Use of Benefits

1. Sick leave benefits may not be used for any purpose not specified in this policy unless approved by the Executive Director. Misuse of sick leave benefits may result in discipline up to and including dismissal.
2. Supervisors will record paid sick leave time on the employee timeclock.

F. Health & Safety

1. Employees should not report to work when sick with an illness that is or may be contagious. Library reserves the right to send home employees who are sick regardless of available sick leave benefit.
2. Because the Library is a public institution, public safety is a priority to Mount Prospect Public Library (MPPL). Staff members exposed to a serious contagious health risk will be required to remain in self-quarantine from the Library (out of the building and out of personal physical contact with Library staff) for the period recommended by recognized health officials, including the Centers for Disease Control and Prevention. Staff will be responsible for the time off incurred and may use available sick, vacation, and personal time off. Library Administration and Human Resources will work with the employee to implement this policy depending on the situation.

IV. Bereavement Leave

A. Purpose. To provide time off when an employee experiences the death of a family member.

B. Scope. This policy applies to all full-time and regular part-time employees, general part-time employees, non-exempt and exempt.

C. Policy.

1. In the event of a death of an employee's family member, an employee is entitled to take up to two (2) weeks of leave. The employee may use leave for the death of any of the following covered family members: Child, spouse or domestic partner, parent, stepparent, sibling, stepchild, parent-in-law, grandchild, grandparent, or other member of the household for whom the employee is providing care.
2. In addition, an employee may use bereavement leave in conjunction with the loss of a pregnancy, failed adoption, failed surrogacy, failed fertility treatments and/or negative fertility diagnoses.

D. Procedures

1. Full-time and (regular and general) part-time employees are entitled to bereavement pay of up to five (5) days to use for the purposes of grieving, planning arrangements, attending funeral (or celebration of life) events, and/or handling estate issues for any of the covered family members. Pay will be computed based on the hours an employee otherwise would have been scheduled to work on those days.
2. When practicable, an employee should provide at least 48-hr notice prior to taking any bereavement leave (paid or unpaid). An employee may use paid sick leave benefit, if available (based on their benefit status and accrual balances), to supplement the remainder of their unpaid bereavement leave.
3. Family bereavement leave can be taken simultaneously with other leave options (i.e. Family and Medical Leave Act, Personal Leaves of Absences, etc.) and cannot be used as an extension to other qualified leaves. Pursuant to the Illinois Child Bereavement Leave Act, up to six (6) weeks of bereavement leave may be taken in the case of the death of a

Mount Prospect Public Library
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second child of the employee within a 12-month period.

- ~~A. In the event of a death in an employee's immediate family or their spouse's or civil union partner's immediate family, an employee is entitled to take time off. Three days will be paid to the extent they otherwise would be work days. For a part-time employee, pay will be computed based on the hours they otherwise would have been scheduled to work on those days. "Immediate family" is defined as the employee's spouse or civil union partner, child, parent, sibling, or any individual who resides in the employee's home. Other similar family relationships may be brought to the attention of the Director of Human Resources and Executive Director for special consideration.~~
- ~~B. For any other death in the family, full-time and regular part-time employees are entitled to take off the day of the funeral with pay, to the extent it would have been a scheduled workday. Employees should be prepared to provide proof of relation and attendance at the funeral.~~
- ~~C.A. Additional time off may be taken, as needed, in accordance with the Library's other paid and unpaid leave policies, including the paid personal time off and unpaid personal leave policies. In the event of the death of a child of an employee, up to two weeks of leave may be taken by eligible employees pursuant to the Illinois Child Bereavement Leave Act (or six weeks in the case of the death of a second child of the employee within a 12-month period).~~

V. Parental Leave

- A. **Purpose.** To provide paid time off to support the arrival of an addition to an employee's immediate family.
- B. **Scope.** All full-time and regular part-time employees with 12 months of credited service are eligible for parental leave.
- C. **Policy**
1. The Library will grant eligible employees up to six (6) weeks of pay per year to care for and bond with a newborn or newly adopted child/children under the age of 18.
 - a. A year is defined on a "rolling calendar" basis.
 - b. Multiple births or adoptions, such as the birth of twins or adoption of siblings, do not increase the six-week total amount of paid parental leave granted for that occurrence.
 - c. The adoption of a child by a new spouse is excluded from this policy.
 - d. Employees will not receive more than six weeks of paid parental leave in a rolling calendar, regardless of whether more than one birth or adoption event occurs within that rolling calendar time frame.
- D. **Procedures**
1. **Request for Leave.** An employee must provide notice of their request to use parental leave as soon as is practical. If the need for leave is foreseeable, a request should be made at least 30 days in advance of the requested leave. In the event adequate notice is

not provided, the Library may delay the start of parental leave benefit.

2. Duration and Scheduling of Leave. Leave may begin no earlier than the birth or placement of the child(ren) and must end within 12 months immediately following the birth or adoption.

- a. Paid parental leave must be taken in one period of six (6) consecutive weeks;
- b. Paid parental leave will run concurrently with the employee's eligibility for Family and Medical Leave Act (FMLA) benefits. Paid parental leave cannot be used to extend FMLA qualifying leave benefits.

3. Compensation and Benefits

- a. Paid leave granted under this policy is compensated at the employee's current pay rate based on the employee's regular scheduled weekly work hours as defined by their current position and schedule.
- b. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. All standard payroll taxes and benefit deductions will apply.
- c. The employee must continue to pay their portion of benefit premiums (if any) through payroll deductions.
- d. Unused paid parental leave may not be carried over and will be forfeited 12 months following the employee's eligibility for the parental leave benefit.
- e. Once an employee has exhausted their six weeks of paid parental leave, any additional leave time (if approved) will be unpaid, unless the employee uses any available sick and/or vacation time benefits.
- a.f. Upon separation of employment, the employee will not be paid for any unused paid parental leave for which they would have been eligible.

VI. Paid Personal Time Off

- A. **Purpose.** To provide a means for employees to secure limited time off when such time is needed for important personal reasons.
- B. **Scope.** This policy applies only to full-time employees who have completed three months of service in full-time capacity.
- C. **Policy**
 - a. The Library will grant, to full-time employees, 22.5 hours paid personal time off for personal reasons provided such time off does not materially affect the normal conduct of business, customer service, or operating costs. Unused hours are converted to sick leave after the last paycheck is issued in January that covers hours worked in December.
 - b. When an employee earns personal time very close to the end of the calendar year, an exception may be made to carry over personal time for a short time frame into the new calendar year; overlapping the 22.5 hours of personal time received for the new calendar year.

- D. **Procedures.** All paid personal time off should be scheduled in advance, except for an emergency situation, and approved by the Supervisor. Personal time may be used in conjunction with or in lieu of other paid time off, for example vacation and holiday. Supervisors will enter paid personal time off on the employee timeclock.

VII. Birthday Personal Time Off

- A. **Purpose.** To provide a paid day off in celebration of an employee's birthday.
- B. **Scope.** This policy applies to all full-time employees, and part-time employees who have completed the introductory period.
- C. **Policy.** The Library will grant each eligible employee a paid birthday day-off provided such time off does not materially affect the normal conduct of business, customer service, or operating cost. Such birthday day must be taken during the month of the birthday or the month directly preceding or following the month of the birthday. Paid hours would be the hours the employee would work that day. Employees may request days that they are regularly scheduled, regardless of hours, not to exceed 7.5 hours, as long as requested in advance and approved by supervisor.
- D. **Procedures.** Except in emergency situations, all paid birthday time-off must be scheduled in advance and approved by the Supervisor. Birthday time-off is treated as miscellaneous time worked. If birthday time-off is not taken during the allowed three-month period, it will then be lost to the employee.
- E. Supervisors will enter employee's birthday time-off on the timeclock as miscellaneous (1004) time with a note.

VIII. Jury Duty Leave

- A. Any employee receiving a Jury Duty summons should immediately notify their supervisor.
- B. Employees will be paid for jury service for up to a maximum of two calendar work weeks. Pay will be computed based on the regularly scheduled hours missed because of jury service. Jury service which extends beyond two calendar work weeks will be unpaid.
- C. An employee who is not selected to serve on a jury or is released from jury duty during normal working hours is expected to return to work. Upon completion of jury service, an employee must present their supervisor with evidence of attendance at jury service.

IX. Blood Donation Leave

- A. Employees are encouraged to donate blood and should make arrangements to do so before or after work or during their lunch break. If blood donations cannot be scheduled during those periods, a full-time employee who has been employed for at least six months may present a request for up to an hour of paid leave for the purpose of blood donation to their

supervisor. Such a request must be presented at least one (1) day in advance with medical documentation of the proposed blood donation and cannot be presented more often than every 56 days in accordance with appropriate medical standards.

X. Organ Donation Leave

- A. Employees are encouraged to donate organs and blood platelets in accordance with appropriate medical standards. If such donation cannot be scheduled outside of working time, a full-time employee who has been employed for at least six months may present a request for up to two (2) hours of paid leave to donate blood platelets with medical documentation of the proposed donation to their supervisor. Such a request must be presented at least one (1) day in advance and cannot be presented more often than 24 times in a 12-month period.
- B. An eligible employee wishing to use up to thirty (30) days of organ or bone marrow donation leave within any 12-month period may present a request with medical documentation of the proposed donation to their supervisor. Such a request should be presented as far in advance as possible and must be presented at least one (1) day in advance.

XI. Leaves of Absence Without Pay

- A. **Purpose.** To enable employees to receive extended time away from work to handle compelling personal business.
- B. **Scope.** This policy applies to all employees.
- C. **Policy**
 - 1. Leaves of absence without pay may be granted to employees to maintain continuity of service in instances where unusual or unavoidable circumstances require prolonged absence.
 - 2. Except as required by law, no benefit credit will accrue toward vacation and sick leave entitlement for the duration of the leave for those employees who are eligible for such leave. During unpaid leaves of absence, part-time employees are not scheduled to work and are therefore not paid for holidays.
 - 3. After 30 consecutive days of leave of absence, the employee will be responsible for paying the entire cost of their health insurance coverage except in circumstances stated otherwise in this Code, such as an approved FMLA designated leave.
- D. **Definition.** “Leave of Absence” is defined as an excused absence without pay. An absence involving paid time off is not considered a leave of absence except in circumstances stated otherwise in this Code.

XII. Family and Medical Leave (FMLA)

The following are the terms and conditions under which the Library will grant eligible employees unpaid family and medical leaves of absence in compliance with the Family and Medical Leave Act (FMLA).

- A. **Eligibility.** To be eligible for a family and medical leave, you must have been employed for at least 12 months (not necessarily consecutive); and, have worked at least 1,250 hours during the previous 12 month period. Mount Prospect Public Library defines a year on a “rolling calendar.”
- B. **Purpose of Leave.** You may request family and medical leave in any calendar year:
1. To care for a child, spouse, or parent with a serious medical condition;
 2. If you are unable to perform the essential functions of your job because of a serious medical condition;
 3. In connection with the birth of a child or placement of a child with you for adoption or foster care; or
 4. For any qualifying exigency arising out of the employee’s spouse, son, daughter, or parent being a covered military member on active duty status or notified of an impending call or order to active duty status in support of a contingency operation.
 5. For the grieving and planning of arrangements following the death of a child, see also Bereavement section of this code.
- C. **Duration and Scheduling of Leaves.** Leave may be taken:
1. In one 12 week period;
 2. In two or more leaves totaling 12 work weeks;
 3. Intermittently in the case of a family and personal medical leave, when medically necessary, or a qualifying exigency, with the days/weeks of leave equaling an equivalent of 12 work weeks; or,
 4. As part of a reduced work schedule in the case of a family and personal medical leave, when medically necessary, with the hours/days of leave equaling 12 workweeks.
 5. Any leave for child care must be completed within 12 months of the child’s birth or placement.
 6. Up to 26 weeks of FMLA leave may be taken if it is needed, either exclusively or in combination with any of the reasons above, to care for the employee’s spouse, son, daughter, parent, or next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty while on active duty. Leave of this type is available only during a single 12-month period beginning as of the date the leave for that reason commences and ending 12 months after that date. During this 12-month period, employees are limited to 26 workweeks of FMLA leave in total for any qualifying reason.
- D. **Employee Notice of Leave**
1. You must provide notice of your request for a leave to the Library as soon as is practical. If the need for a leave is foreseeable (for example, for the birth of a child or planned medical treatment), you must provide 30 days’ notice. In the event you fail to provide

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30 days' notice for a foreseeable leave, the Library may delay the start of your leave and any days missed may be treated as unexcused. Where the need for leave is not foreseeable, notice must be provided as soon as practicable, generally within one to two business days of learning of the need for leave.

2. These same notice requirements apply to any request to extend the amount of FMLA leave initially approved.
3. If you request an intermittent or reduced schedule leave or leave for planned medical treatment, you must discuss scheduling with the Library and attempt to schedule such treatment so as not to unduly disrupt the Library's operations.

E. Medical Certification

1. In requesting a leave, you must provide sufficient facts to demonstrate that the leave is for a purpose authorized by this policy. When requesting a medical leave, you may be asked to provide a medical certification from your health care provider that the leave is necessary because of your serious health condition or the need to care for a spouse, child, or parent with a serious health condition. Failure to provide a requested medical certification may result in the denial of your leave request until such medical certification is provided.
2. The Library, at its expense, may require a second opinion of a health care provider of its choice. When the second opinion conflicts with the first, the Library may require a third opinion from a health care provider to be approved jointly by the employee and Library.
3. While on leave, you may be required to report at specific intervals on your status and intention to return to work and, in the case of a medical leave, to provide periodic recertification by a health care provider.
4. The Library may deny your leave request if you do not provide proper medical recertification.

F. Compensation and Benefits

1. Family and medical leaves granted under this policy are unpaid unless the employee has benefit time to utilize. Before unpaid family and medical leave is provided under this policy, you will be required to use the accrued paid vacation and/or sick leave for family and medical leave purposes.
2. In the case of a qualified IMRF disability, an employee can request a deferment of benefit time pay to allow payment of disability benefits and to protect IMRF service credit. This request must be approved by the Executive Director and Human Resources. Approval will be on a case-by-case situation taking into account the disability, benefit time remaining, IMRF disability rules, and Library business need.
3. While on FMLA, you will continue to be covered under the Library's Group Medical and Dental under the same terms as if you had been continuously working during the leave period, provided that: coverage shall end if and when you notify the Library of your intent not to return to work, or if you fail to return on the scheduled date, or exhaust your family and medical leave rights under this policy. Library subsidy of medical coverage may end at the exhaustion of approved FMLA time.

G. Employment Status

1. Upon the conclusion of an approved FMLA leave, you will be restored to your former position or to an equivalent position, with any general pay increases or benefit enhancements granted during the leave provided that:
2. You will not be reinstated if you would have been laid off if you had been continuously working during the leave period.
3. If you seek an intermittent or reduced schedule leave, the Library may temporarily transfer you to an available alternative position with equivalent pay and benefits for which you are qualified if the transfer better accommodates your leave request.
4. If you are a salaried employee who is among the 10% highest paid employees employed within 75 miles of the facility, you may be considered a “key” employee. The Library may notify you in writing that reinstatement of employment after your leave would cause substantial and grievous economic injury to the Library and may deny reinstatement to you unless you elect to return from leave after receiving such notice.

H. Procedures

1. Application and Commencement
 - i. Requests for leaves of absence or an extension must be submitted in writing to the Supervisor at least 30 days prior to commencement date except when conditions make such a requirement impossible.
 - ii. Supervisors will immediately submit the request to Human Resources and Executive Director with appropriate comments, if any. The Executive Director has the sole authority to grant leaves of absence without pay.
 - iii. Extensions of leaves of absence are ordinarily not granted but, under critical circumstances, may be considered.

I. Reinstatement

1. Upon return from FMLA leave of absence, employees will be reinstated in the following priority of position reassignment:
 - i. First: prior position, if available
 - ii. Next: an equivalent position for which the employee is qualified
2. These rules are based upon the assumption that the employee would have continued to be employed in prior position if they had continued working throughout the leave period. If, due to a staff reduction or reorganization, no position is available according to the re-assignment priorities listed above, the employee normally will be considered for a lesser available position for which the employee is qualified and, if none exists, placed on inactive status and will be offered reinstatement if and when the first suitable position becomes available. If not reinstated or if the employee refuses an offer of a position, an employee’s inactive status will terminate upon refusal of the offer or 12 months following the end of the leave of absence, whichever occurs first.
3. Employees on leave of absence must notify their supervisor at least two weeks prior to end of leave to inform the Library of availability for return to work.

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4. An employee's failure to return from leave of absence, or to present convincing reasons for not returning as arranged with the Library, will be considered as voluntary separation from service.

XIII. Voting Leave

- A. Employees are encouraged to vote in federal, state, and local elections.
- B. Employees should make arrangements to vote before or after work or during their lunch break or on pre-election days. If voting cannot be scheduled during those periods, an employee may present a request for up to two hours of unpaid voting leave to their supervisor. Such a request must be presented at least one day in advance and the Library may schedule the time off in order to best accommodate its business needs.

XIV. School Visitation Leave

- A. The Library will grant eligible employees up to eight hours of unpaid leave per school year to attend primary or secondary school conferences or classroom activities related to the employees' children, where those conferences or activities cannot be scheduled during non-working hours. To be eligible for such leave, an employee must have worked at least 20 hours per week during the six-month period preceding the leave request, and the employee must have exhausted all benefit time other than sick leave.
- B. An employee requesting such a leave must provide their supervisor with at least seven days' notice, except in the case of emergencies, such as school disciplinary matters. The employee may take not more than four of the eight hours on any one day. Supervisors will request verification of the school visit from the employee.

XV. Victim's Economic Security and Safety Act (VESSA)

The following are the terms and conditions under which the Library will grant unpaid leave to victims or family of a victim of sexual or domestic violence.

A. Definitions

1. "12-Month Period" means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day or partial leave day taken.
2. "Family or Household Member" means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.
3. "Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.
4. "Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.
5. "Domestic or Sexual Violence" means domestic violence, sexual assault, or stalking.

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- B. **Eligibility.** Both full- and part-time employees are eligible to apply for this leave. There is no length of services requirements. An employee is covered from the first day of work. Leave rights are for victims and a victim's family or household members. The leave is intended to address the effects of sexual or domestic violence.
- C. **Purpose of Leave.** An employee may request a leave for five reasons:
1. To seek medical attention for, or recovery from, physical or psychological injuries caused by domestic, gender, or sexual violence to the employee or the employee's family or household member;
 2. To obtain services from a victims' services organization for the employee or the employee's family or household member;
 3. To obtain psychological or other counseling for the employee or the employee's family or household member;
 4. To participate in safety planning, temporary or permanent relocating, or taking other action to increase safety of employee or family from future acts of violence or ensure economic security;
 5. To seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in civil or criminal proceedings related to the sexual or domestic violence.
- D. **Duration and Scheduling of Leave.** You may seek leave up to 12 work weeks per 12-month period. Leave may be taken in one 12-week period or intermittently or on a reduced leave schedule.
- E. **Employee Notice of Leave.** An employee is required to give 48 hours' notice to the Library in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice, as is practicable, usually verbal notice of when the need for leave becomes known.
- F. **Certification**
1. The employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.
 2. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:
 - i. Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic or sexual violence and/or its effects;
 - i. A police or court record;
 - ii. Other corroborating evidence.
 - iii. All documentation related to the employee's need for the leave will be held in strict confidence and will only be disclosed as required/permitted by law.

G. Compensation and Benefits

1. Leave under this policy is unpaid; however, an employee may elect to substitute accrued paid vacation, sick, or personal time for an equivalent amount of victims' economic security and safety leave. Such substitution is not guaranteed to extend the total amount of allowable leave beyond 12 workweeks.
2. When the employee's need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), FMLA may run concurrently with the leave taken under this policy.
3. An employee granted a leave under this policy will not lose any benefits accrued prior to the taking of the leave but is not automatically entitled to seniority or benefit accrual during the leave period.
4. An employee granted leave under this policy will continue to be covered under the Library's health insurance and welfare plans under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. Any required employee contributions will be either through payroll deduction or by direct payment to the Library. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contributions are subject to change in rates as may occur while the employee is on leave.
5. If an employee's insurance coverage contribution is more than 30 days late, the Library may terminate the employee's insurance coverage.
6. If the Library pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Library for delinquent payments (on a payroll deduction schedule) upon return from leave.
7. If the employee fails to return from unpaid leave for reasons other than (a) the continuation, reoccurrence, or onset of domestic or sexual violence that entitles the employee to leave, or (b) circumstances beyond the employee's control (certification required within a reasonable period of time as to the reason the employee is unable to return), the Library may seek reimbursement from the employee for the portion of the health insurance paid on behalf of the employee (also known as the employer contribution) during the period of the leave.

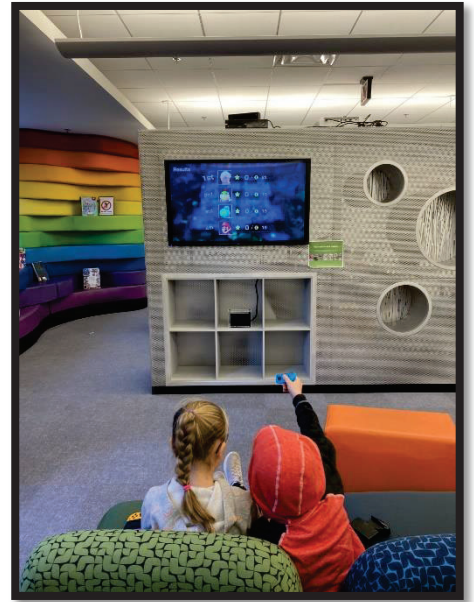
H. Employment Status

1. Employees are not guaranteed to accrue seniority or benefits that accrue according to length of service (for example, paid vacations) during an approved leave.
2. If the employee returns to work from an approved leave, the employee will be reinstated to his/her former position or an equivalent position with equivalent pay, benefit, status, and authority.
3. The employee's restoration rights are the same as they would have been had the employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.
4. If the employee fails to return from an approved leave, the employee will be reinstated to the employee's same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee's employment may be terminated.
5. Reasonable Accommodations
6. The Library supports the Victims' Economic Security and Safety Act. The Library will attempt to provide reasonable accommodations in a timely manner and consider exigent circumstances or danger for persons who are entitled to protection under this Act, unless such accommodations would impose an undue hardship for the Library.

November 2022

Youth Services

- 1) Checkouts were on the upswing this month for electronics that are used in the building. The iPads had 20 checkouts (four more than October), with the Switch controllers checked out a total of 87 times.
- 2) We had a family looking for children's books in Gujarati. We not only showed them what we had, but then fulfilled requests to purchase more materials. The patrons appreciated the time spent finding what they needed on the shelf (books with phonetic translation) and ordering more materials.
- 3) We offered a new class in November, "Artsy Toddler." We had 50 attendees and created different art projects using Q-tips, bubble wrap, and tissue paper. All the attendees had a great time and cannot wait for the program to come back.



South Branch & Community Engagement

- 1) We held a Tech Week at South Branch to bring various fun tech gadgets to the branch. We had passive activities that patrons participated in throughout the week, including seeing a 3-D printer in action and learning to code with Ozobots. We also hosted three tech-related programs: "Computer Basics for Adults," "Light-Up Cards for Youth," and "Tech Zoo" for all ages. At the "Tech Zoo" drop-in program, patrons got to experience virtual reality with the Oculus headset, create with a 3-D pen, play with a Sphero robot, and learn how to make an electrical circuit.
- 2) We had a table at Harper Experience Day, an event for prospective and current students and their families at which they could participate in hands-on activities and demonstrations conducted by Harper faculty and community organizations. We brought an interactive tangram activity that was very popular with guests of all ages.



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- 3) We participated in two District 59 outreach programs:
 - a. STEAM stations for Spanish-speaking 1st grade students at Robert Frost: Stations featured KEVA blocks, Tangrams on the iPad, marble runs, Magnatiles, rubber band boards, and a gear set.
 - b. Family Literacy Night at John Jay: We read stories and worked on crafts that highlighted Native American Heritage Month and Thanksgiving. The crafts were a talking stick and a totem pole with animals that represented how each student saw themselves.
- 4) Our teen volunteers created holiday cards that will be distributed to residents of Mount Prospect Senior Living in December.



Research

- 1) Dragana Mirkovic started as a Research Assistant in early November. She is a graphic designer and will be a great resource for patrons and staff using the Mac Studio workstations.
- 2) A monthly book discussion in Polish was restarted, having been paused due to the pandemic. Eva Kalbarczyk organizes and leads the group. The November discussion had nine attendees.
- 3) The Illinois Libraries Present event featuring Caitlin Doughty was successful with Mount Prospect patrons. MPPL had higher attendance (30) for this program compared to other libraries (around 22).

Fiction/AV/Teen

- 1) Tinker Day outreach activities at Rolling Meadows High School were particularly popular this month, with an especially high turnout.
- 2) Patrons were very happy with the "Autumn Leaves Jar Lantern Craft" program.



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Registration

- 1) We issued 58 new library cards to Brentwood Elementary School students following a successful outreach event in October 2022. The students were given forms that parents completed to give permission for a library card.
- 2) On Monday, November 14, we partnered with the Mount Prospect Police Department to host a program on domestic violence help and support. This is the second time this year that we have collaborated with them to present programs for the community.



Circulation

- 1) November saw the highest number of checkouts in the lockers in a single month, at 1,868. Locker usage has been steadily increasing since they were introduced in January.

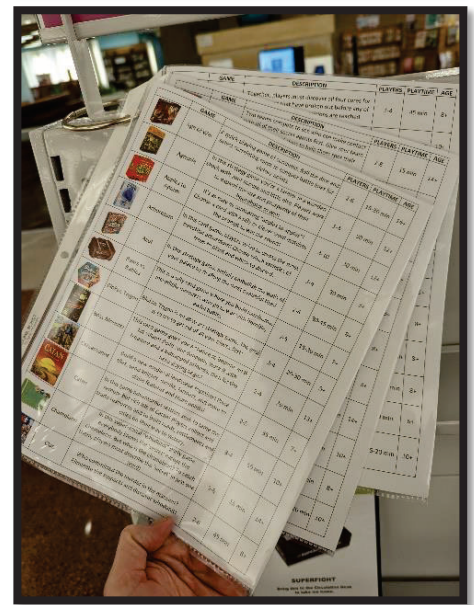
Building & Security

- 1) We completed several exterior projects prior to colder weather coming, including tuckpointing in front and on the southwest corner. We also had the top layer of bricks on the garden wall in the memorial garden area on the northeast corner replaced with an aggregate concrete cap. We have had problems with moisture damaging the mortar and to alleviate this concrete was recommended.
- 2) As we move into winter, we have very limited outdoor landscape options. One area we do take advantage of is decorating the two large memorial planters at the front entrance.



Collection & Bibliographic Services

- 1) Our collection of circulating board and tabletop games launched, offering dozens of high-appeal games for patrons to take home. This is a new addition to the Library of Things, which offers non-traditional items for circulation.



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Marketing

- 1) We are deep into the Robohead implementation (automated system to manage marketing requests), and we plan to go live before the end of the year.
- 2) We continue to work with IT to communicate branding and color palette choices for the new website as well as provide guidance on accessibility and design within our brand.
- 3) We created over 168 designs for programs and services in the month of November.

Human Resources & Learning

- 1) Number of open positions: 4
 - a. Benefits Coordinator (PT); Marketing Assistant (PT); South Branch Patron Assistant (PT); Maintenance/Custodian (PT)
- 2) Number of vacant positions filled: 3 (filled internally w/pending start dates in December)
 - a. Research Services Assistant Department Head (FT); Circulation Services Assistant Department Head (FT); Circulation Assistant (PT)
- 3) Number of separations: 1
- 4) Staff anniversaries:
 - a. Laura Bos, Technology Youth Librarian: 10 years
 - b. Marie Voss, Page: 5 years
- 5) Above and Beyond Award(s): Anne Shaughnessy, Dan Criscione, Abby Weaver, Kelda Giavaras, Janet Frye, and Eva Kalbarczyk
- 6) Our annual Open Enrollment event for benefits has concluded, and dental rates are up 5% and medical rates changed less than 1% (part of IBPC w/VOMP).
- 7) Our November 4 Staff In-service Day (120 staff participated) focused on intellectual freedom and the steps staff should take when faced with patron challenges. The author of *Out of Darkness* by Ashley Hope Perez presented the effect that book banning has on authors and their craft; James Sporleder from Regulus Group shared ways to de-escalate a difficult situation, and we role-played several challenge scenarios during a staff-led presentation.

Information Technology

- 1) Six laptops were added to the training room, bringing the available training stations back up to the pre-pandemic level of 13 in the room.

Friends of the Mount Prospect Public Library

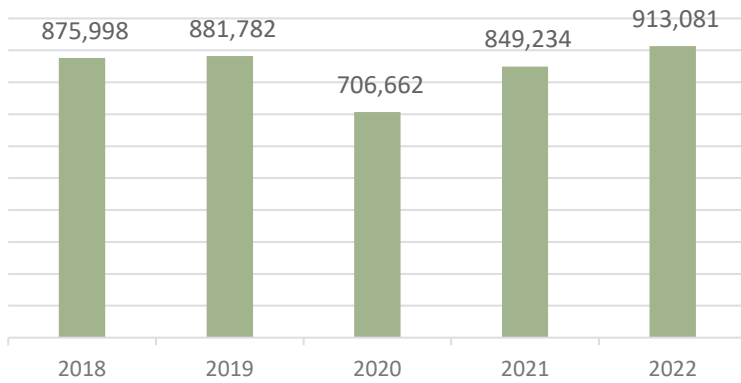
- 1) The Holiday Book sale was held November 19, and sales were higher than the last time the sale took place in 2019.
- 2) The Friends are preparing for the January 14 and 15 winter book sale.

Mount Prospect Public Library Foundation

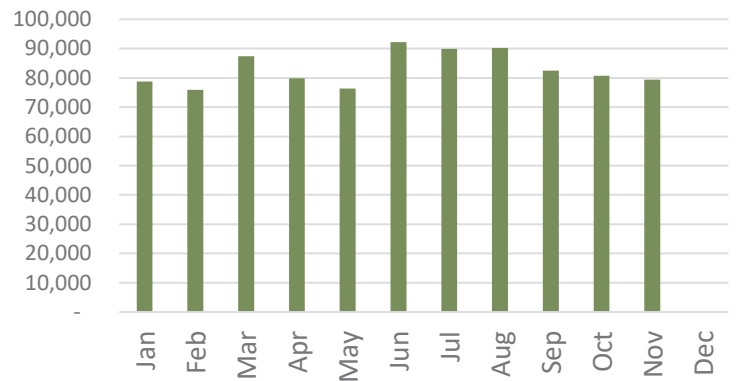
- 1) The Foundation approved the 2023 Library Funding Request.
- 2) Preliminary discussions have begun for a spring 2023 Mini Golf fundraiser.

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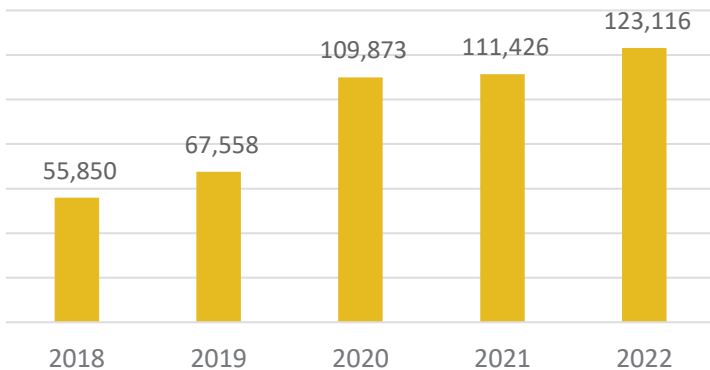
Overall Circulation YTD



Overall Circulation 2022 by Month

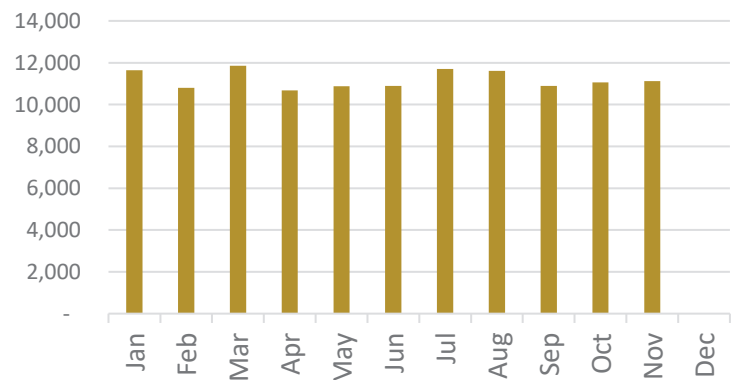


eMedia Circulation YTD



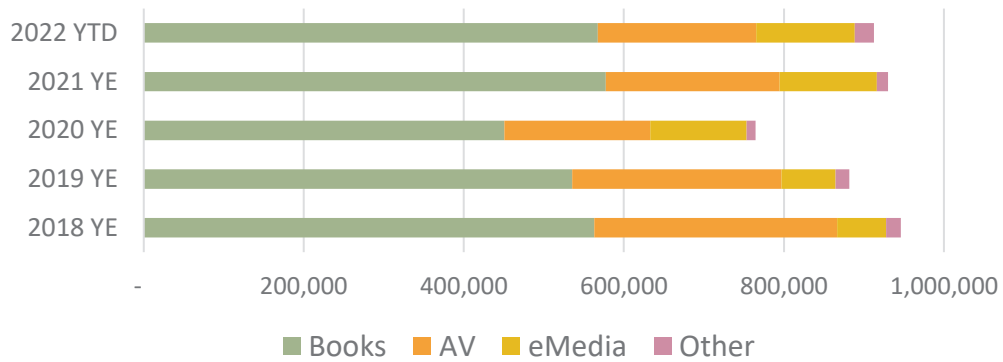
eMedia circulation
has increased 120%
in the past 5 years.

eMedia Circulation 2022 by Month

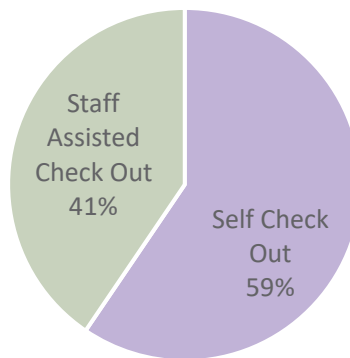


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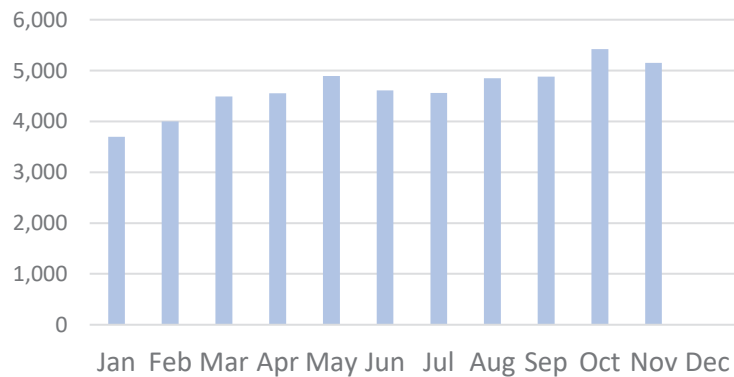
Circulation by Type



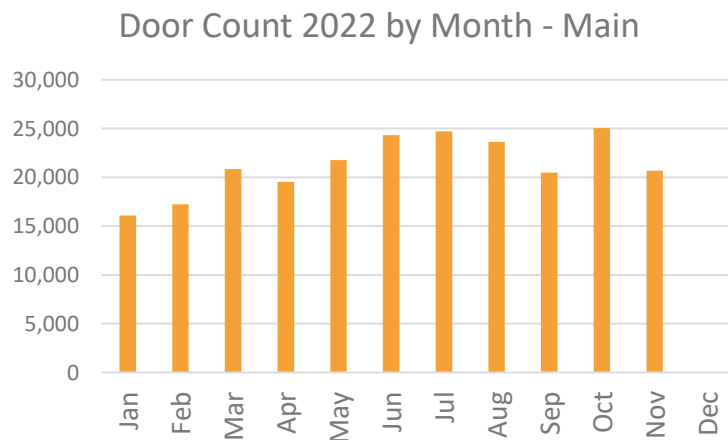
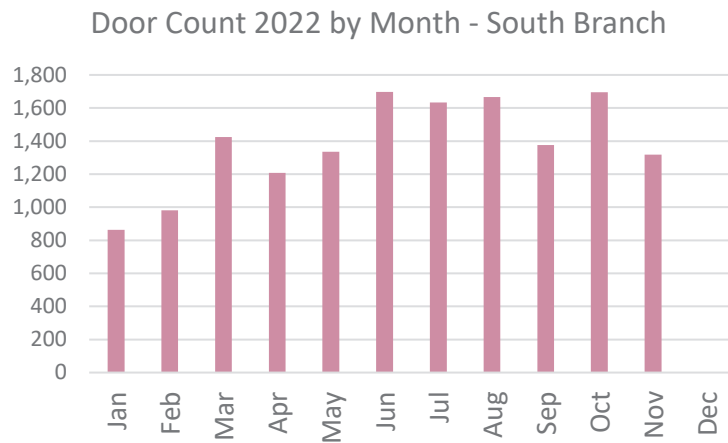
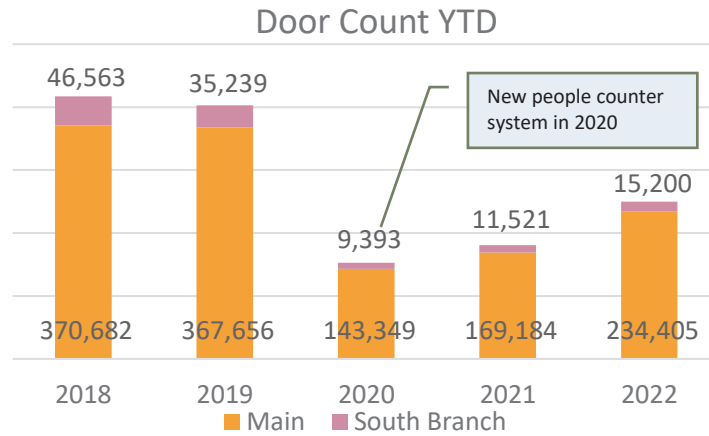
Check Out Method
2022, Main



Wireless Access Users Monthly 2022

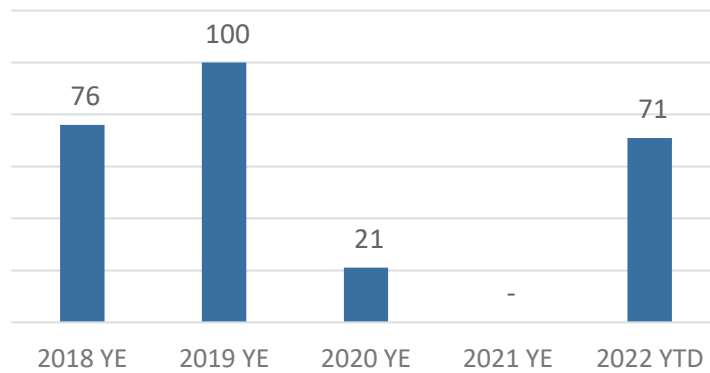


Mount Prospect Public Library Monthly Library Report for Board of Trustees



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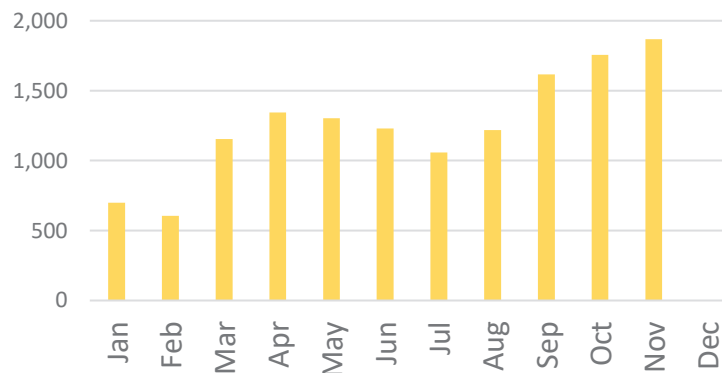
Meeting Room Usage by Public



Study Room Usage 2022

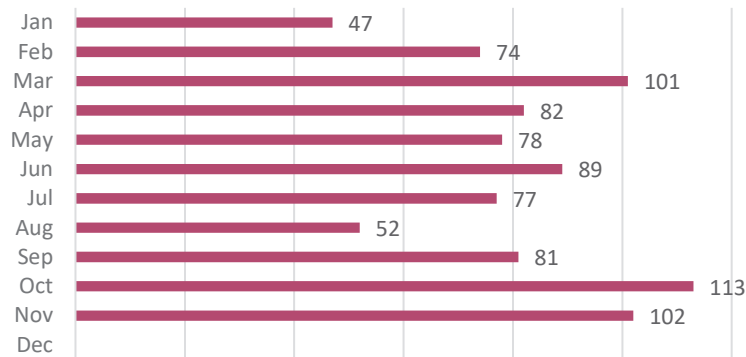


Locker Usage Monthly 2022



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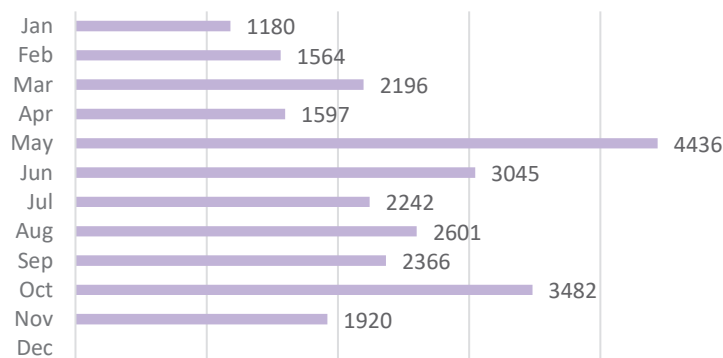
Number of Programs 2022 by Month



November 2022 Program Highlights

- Shipwrecks: Treasures of the Great Lakes (46)
- Harper Experience Day (125)
- Tinker Day @ RMHS (56)
- Cutting the Cord: Getting the Most out of Streaming Services (51)
- Super Saturday: Animals Around the World (122)
- Tech Zoo/Zoológico de tecnología (16)

Program Attendance 2022 by Month



November 2022 Strategic Plan Progress Report

Items Completed in November 2022

1. No items were completed in November.

Selected In Progress Items

1. **Master Facility Plan (A1A).** Contract with an architect to complete a facility Master Plan for the Main Library.
 - a. Possibly schedule a meeting with the MPPL and Friends Boards to discuss space usage.
 - b. We have a meeting scheduled for December 15 where our architects will present the first draft of the floor plan options to the Management Team. After a first round of staff-led revisions, the Board will be presented with the plans for review and discussion.
2. **Evaluate Joining a Consortium (C1A).** Evaluate joining a resource-sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.
 - a. The Board reviewed the recommendation at the November 17 meeting. We hope to have a final decision at the December 15 meeting.
3. **South Branch Improvements (A1F).** Identify and implement short-term improvements to the South Branch space, including minor space reutilization and improved furniture and fixtures.
 - a. We have been working with the Village and Public Works on identifying and carrying out improvements to common areas at the Community Connections Center.
 - i. Patch and paint walls throughout, including the entrance, reception, hallway, bathroom, and community room. (Completed)
 - ii. Clean off and replace window frosting at the entrance, update vinyl logo and information stickers, add frosting to community room windows. (To be completed in early 2023)
 - b. The library is purchasing new storage and workspace furniture that will allow us to streamline and free up space for the public. (Early 2023 depending on lead time)
 - c. We are replacing the community room technology with a new 86" monitor, a sound bar, and new computer. (To be installed in early 2023)
4. **Library of Things (C2B).** Increase the number and type of circulating resources (i.e., Library of Things).
 - a. We launched a new collection of circulating board and tabletop games, offering dozens of high-appeal games for the patrons to take home.
 - b. This new collection was immediately successful, and in the first week over 30% of the games were checked out.



Shining Stars Gala

A Mount Prospect Celebration



Mount Prospect
Special Events
Commission

The Cotillion Banquets • 360 S. Creekside Drive • Palatine, IL 60074

Dancing until Midnight • Dinner • Open Bar

\$85 per person before January 20 • \$95 per person after January 20
Ticket DEADLINE January 29, 2023

More information available at www.mountprospect.org

Saturday, February 4, 2023 | 6pm - Midnight

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