

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

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**

This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to, and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Resolution of Appreciation – Mount Prospect Public Library Foundation (3)**
6. **Resolution of Appreciation – Friends of the Mount Prospect Public Library (4)**
7. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of January 19, 2023 **(5-6)**
 - b. January 2023 Bills **(7)** and Financial Reports **(8-21)**
 - c. Resolution of Appreciation Mount Prospect Public Library Foundation
 - d. Resolution of Appreciation Friends of the Mount Prospect Public Library
 - e. 2023 Non-Resident Card Fee of \$470.00
 - f. 2022 Illinois Public Library Annual Report (IPLAR) **(22-43)**
8. **New Business**
9. **Executive Director Report (2)**
 - a. January 2023 Library Activity Report **(44-52)**
 - b. Strategic Plan Update **(53)**
10. **Trustee Reports and Comments**
11. **Upcoming Meetings and Events Calendar**
 - a. February 27 – Foundation Board Meeting – Open
 - b. March 2 – Committee of the Whole Meeting – Cancelled
 - c. March 16, 7:00 p.m. – Regular Board Meeting
 - i. Review closed session minutes and recordings
 - d. No Foundation Board Meeting held in March
12. **Adjournment**

**Library Director Report
February 16, 2023**

1. **Resolutions of Appreciation.** These are agenda items 5 and 6. Each year the Board publicly recognizes the library's partner organizations and thanks them for their continued support.
2. **Consent Agenda.** This is agenda item 7. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. Each year Illinois law requires us to decide if we will participate in the state's non-resident fee program and to calculate what the cost would be for a non-resident to purchase a MPPL library card.
 - b. The annual report (IPLAR) is also included in this month's consent agenda.
3. **Year End Transfers in March.** We typically ask the Board to approve certain year-end transfers each January. This year the process has been moved to March due to the delay in Cook County tax revenue. We wanted to wait until most of the delayed funds had been received so that the recommended transfers were more accurate. This is advance notice to the Board so that it doesn't come as a surprise in March. In addition to the standard year-end transfers, we have a couple of special, one-time actions.
 - a. Standard year-end transfer from Library Fund to Capital Projects Fund. We will recommend transferring funds over our target 75% reserve.
 - b. Special transfer and abolishment of the Debt Service Fund. Because we made the final debt payment, we are now able to close the fund and sweep any remaining funds into the Capital Projects Fund.
 - c. Special resolution to discontinue accruing interest to the Working Cash Fund and reduce the amount to the statutorily allowed maximum.
4. **Joint Boards Dinner.** Last month we talked briefly about reviving the Joint Boards Dinner in the fall for the Trustees of the Library, Friends, and Foundation. Later this year (summer), staff will send out a survey to all of the Boards to gauge interest and availability.
5. **Policy Update Project.** During 2023, staff is undertaking a comprehensive review and update of library policies. One goal of this process is to consolidate policies into categories to make it easier to find relevant information, and another goal is to remove specific procedures. Policies should ideally outline the "what" but not the "how." This will further streamline the information and keep the focus on the important parts. The content of our policies is strong, so this is more of an administrative exercise (although there will be some content updates). The Board is responsible for approving policies, so as we move forward with this project, I will keep Trustees updated as to the timeline and expectations.

RESOLUTION 2023-1

**RESOLUTION OF APPRECIATION FOR
THE MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION**

WHEREAS, the Foundation for the Mount Prospect Public Library established an endowment in 1997 to support library programs and activities;

WHEREAS, the Foundation raises funds through various fundraising efforts including appeal campaigns and raffles to grow the endowment as well as support specific projects, programs, and activities;

WHEREAS, in 2022 they provided over \$2,000 in direct support of library events and programs such as South Branch programming, the 1,000 Books Before Kindergarten early reading initiative, an outdoor performance by The Shakespeare Project of Chicago, and more;

WHEREAS, the library greatly appreciates their continued support and dedication to the library's mission;

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

Sincere appreciation of their continued dedication and support of the library is duly noted in this official meeting of the Library Board on February 16, 2023. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 16th day of February 2023.

Michael Duebner
Library Board President

RESOLUTION 2023-2

**RESOLUTION OF APPRECIATION
FOR THE FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY**

WHEREAS, the Friends of the Mount Prospect Public Library make significant contributions to equipment purchases, programming, special events, and projects since the founding of the organization;

WHEREAS, in 2022 they provided over \$17,000 in support of library efforts such as the Teddy Bear Walk, Woven Together Community Read, the inaugural One Book One Village Community Read, FanFest, reading programs, employee recognition, youth reading programs, and more;

WHEREAS, the library greatly appreciates their continued support and dedication to the library's mission;

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

Sincere appreciation of their continued dedication and support of the library is duly noted in this official meeting of the Library Board on February 16, 2023. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 16th day of February 2023.

Michael Duebner
Library Board President

**Regular Board Meeting
January 19, 2023
Minutes**

1. Call to Order

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

2. Roll Call

Present: Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas

Absent: Marie Bass, Kristine O'Sullivan

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

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

President Duebner acknowledged his thanks to staff for all their hard work to arrive at decision in joining the CCS catalog consortium.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of December 15, 2022
- b. December 2022 Bills and Financial Reports
- c. Approve Per Capita Grant Application

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

6. New Business

- a. 2022 Year End Financial Review

Finance Director Christine McKinley reviewed the library's financial position at the close of 2022 and answered questions. Christine reported that the library received additional tax revenue payments in January.

7. Executive Director Report

a. December 2022 Library Activity Report

Executive Director Su Reynders reviewed the 2022 year-end statistics and answered questions. Su highlighted that the year-end circulation was the highest since 2014.

b. Strategic Plan Update, Master Facility Update, Consortium Update

Director Reynders reported that on January 11 the CCS Governing Board approved Mount Prospect Public Library joining the consortium. She explained that although the formal kick off will be January 2024, preliminary work will be done in 2023 in preparation for the project.

Director Reynders detailed the Master Facility Plan progress and next steps and discussed the use of a financial advisor to assist with funding options.

8. Trustee Reports and Comments

Trustee Fulk reported that she assisted the Friends Book sale held on January 14-15. She recommended that the Board consider reviving the "Joint Boards Dinner" idea between the boards of the Library, Friends, and Foundation. Library staff will poll the boards to gauge interest for an event potentially in the Fall of 2023.

9. Upcoming Meetings and Events Calendar

- a. January 23 – Foundation Board Meeting – Rosemary Groenwald
- b. February 2 – Committee of the Whole Meeting – Cancelled
- c. February 4 – Shining Stars Gala
- d. February 16, 7:00 p.m. – Regular Board Meeting
 - i. Resolutions of Appreciation for Foundation & Friends
 - ii. Approve Non-Resident Card Fee
 - iii. Approve Illinois Public Library Annual Report (IPLAR)
- e. February 27 – Foundation Board Meeting – Open

10. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee Fulk to adjourn the Regular Board meeting at 8:12 p.m. Voice vote carried.

Kristine O’Sullivan, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of January 31, 2023

Library General Fund	5,535,687.78
Working Cash Fund	2,212,206.26
Capital Projects Restricted Fund	4,047,122.95
Debt Service Fund	727,032.33
Gift Fund	570,232.33
Total All Funds	13,092,281.65

Cash Disbursements January 2023

\$ 722,485.81

Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	7,747,894
Annual Operating Budget 2023	\$	10,143,700
Combined Balance - Months in Reserve		9.2
Combined Balance - Percentage in Reserve		76%

YTD January Spending

- * We're on target with spending and our YTD percentage expended is 8.47%
- * Last year at this time, we had expended about 9.28%

Levy Collection

- * The \$2,252,463 collected in January is for the 2021 Levy and will be moved to our 2021 revenues.
- * To date 97.99% of the total 2021 Levy has been collected
- * We expect to see 2022 Levy collections by the end of Q1 2023

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 01/31/2023

	Working Cash				Capital		Debt Service		Total Funds
	Library Fund	Fund	Fund	Fund	Project Fund	Fund	Fund	Gift Fund	
Revenues									
Property Taxes	\$2,252,463.42	\$0.00	\$0.00	\$348,286.36	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600,749.78
Interest Income	\$10,305.11	\$0.00	\$14,351.68	\$1,352.23	\$0.00	\$0.00	\$0.00	\$0.00	\$26,009.02
Miscellaneous Fees	\$2,018.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,018.00
Miscellaneous Income	\$9,060.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$231.81	\$231.81	\$9,292.62
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
Total Revenues	\$2,273,847.34	\$0.00	\$14,351.68	\$349,638.59	\$0.00	\$0.00	\$1,731.81	\$1,731.81	\$2,639,569.42
Expenses									
Salaries & Benefits	\$577,298.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$577,298.36
Management Expense	\$50,172.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,172.20
Operating Expense	\$132,681.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132,681.14
Building Expense	\$29,615.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,615.70
Library Materials	\$123,499.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00	\$127,899.20
Reimbursable Expense	\$452.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$452.45
Total Expenses	\$913,719.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,400.00	\$4,400.00	\$918,119.05
BEGINNING FUND BALAN	\$4,175,559.49	\$2,212,206.26	\$4,032,771.27	\$377,393.74	\$572,900.52	\$11,370,831.28			
NET SURPLUS/(DEFICIT)	\$1,360,128.29	\$0.00	\$14,351.68	\$349,638.59	(\$2,668.19)	\$1,721,450.37			
ENDING FUND BALANCE	\$5,535,687.78	\$2,212,206.26	\$4,047,122.95	\$727,032.33	\$570,232.33	\$13,092,281.65			

Mount Prospect Public Library Revenue Report

For the Period Ended 01/31/2023

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$2,252,463.42	\$2,252,463.42	\$10,687,240.00	\$8,434,776.58	21.08%	78.92%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,856.00	\$83,856.00	0.00%	100.00%
Interest Income	\$10,305.11	\$10,305.11	\$0.00	(\$10,305.11)	0.00%	0.00%
Fees	\$1,993.00	\$1,993.00	\$12,700.00	\$10,707.00	15.69%	84.31%
For Sale Items	\$25.00	\$25.00	\$200.00	\$175.00	12.50%	87.50%
Miscellaneous Income	\$9,060.81	\$9,060.81	\$0.00	(\$9,060.81)	0.00%	0.00%
Friends Reimbursement	\$0.00	\$0.00	\$34,200.00	\$34,200.00	0.00%	100.00%
Foundation Reimbursement	\$0.00	\$0.00	\$9,675.00	\$9,675.00	0.00%	100.00%
Village Reimbursement	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.00%	100.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$2,273,847.34	\$2,273,847.34	\$10,829,621.00	\$8,555,773.66	21.00%	79.00%

Working Cash Fund

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

Capital Projects Fund

Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$14,351.68	\$14,351.68	\$0.00	(\$14,351.68)	0.00%	0.00%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Total Capital Projects Fund	\$14,351.68	\$14,351.68	\$600,000.00	\$585,648.32	2.39%	97.61%

Debt Service Fund

Property Taxes	\$348,286.36	\$348,286.36	\$0.00	(\$348,286.36)	0.00%	0.00%
Interest Income	\$1,352.23	\$1,352.23	\$0.00	(\$1,352.23)	0.00%	0.00%
Total Debt Service Fund	\$349,638.59	\$349,638.59	\$0.00	(\$349,638.59)	0.00%	0.00%

Mount Prospect Public Library Revenue Report

For the Period Ended 01/31/2023

<u>Gift Fund</u>	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$231.81	\$231.81	\$5,000.00	\$4,768.19	4.64%	95.36%
Donations	\$1,500.00	\$1,500.00	\$0.00	(\$1,500.00)	0.00%	0.00%
Total Gift Fund	\$1,731.81	\$1,731.81	\$5,000.00	\$3,268.19	34.64%	65.36%

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2023

Library Fund	M.T.D.		Y.T.D.		Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
	Expended	Expended	Expended	Expended				
Salaries & Benefits								
Salaries	\$458,679.45	\$458,679.45	\$5,840,000.00	\$5,381,320.55			7.85%	92.15%
IMRF	\$27,218.71	\$27,218.71	\$335,000.00	\$307,781.29			8.13%	91.88%
MC/FICA	\$32,911.38	\$32,911.38	\$447,000.00	\$414,088.62			7.36%	92.64%
Medical Insurance	\$58,338.77	\$58,338.77	\$820,000.00	\$761,661.23			7.11%	92.89%
Life Insurance	\$150.05	\$150.05	\$3,000.00	\$2,849.95			5.00%	95.00%
Unemployment Compensation Tax	\$0.00	\$0.00	\$23,000.00	\$23,000.00			0.00%	100.00%
Total Salaries & Benefits	\$577,298.36	\$577,298.36	\$7,468,000.00	\$6,890,701.64			7.73%	92.27%
Management Expenses								
Audit	\$0.00	\$0.00	\$5,400.00	\$5,400.00			0.00%	100.00%
Legal Fees	\$0.00	\$0.00	\$5,000.00	\$5,000.00			0.00%	100.00%
Printing	\$9,066.80	\$9,066.80	\$121,000.00	\$111,933.20			7.49%	92.51%
Marketing	\$4,226.72	\$4,226.72	\$58,000.00	\$53,773.28			7.29%	92.71%
Professional Dues	\$4,299.00	\$4,299.00	\$17,500.00	\$13,201.00			24.57%	75.43%
Board Development	\$0.00	\$0.00	\$7,500.00	\$7,500.00			0.00%	100.00%
Human Resources	\$21,990.01	\$21,990.01	\$158,400.00	\$136,409.99			13.88%	86.12%
Other Operating	\$10,589.67	\$10,589.67	\$54,900.00	\$44,310.33			19.29%	80.71%
Total Management Expenses	\$50,172.20	\$50,172.20	\$427,700.00	\$377,527.80			11.73%	88.27%
Operating Expenses								
Telecommunications	\$2,288.80	\$2,288.80	\$35,550.00	\$33,261.20			6.44%	93.56%
Insurance	\$85,708.51	\$85,708.51	\$122,000.00	\$36,291.49			70.25%	29.75%
Office Supplies	\$2,585.41	\$2,585.41	\$27,350.00	\$24,764.59			9.45%	90.55%
Library Supplies	\$2,706.07	\$2,706.07	\$20,800.00	\$18,093.93			13.01%	86.99%
Postage	\$681.65	\$681.65	\$31,700.00	\$31,018.35			2.15%	97.85%
Contract Services	\$15,465.72	\$15,465.72	\$49,000.00	\$33,534.28			31.56%	68.44%
Software	\$23,244.98	\$23,244.98	\$174,500.00	\$151,255.02			13.32%	86.68%
Total Operating Expenses	\$132,681.14	\$132,681.14	\$460,900.00	\$328,218.86			28.79%	71.21%

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2023

	M.T.D.		Y.T.D.		Annual Budget		Budget		Percent	
	Expended		Expended		Remaining	Remaining	Expended	Expended	Remaining	Remaining
Building Expenses										
Building Maintenance	\$6,996.84	\$6,996.84	\$132,200.00	\$125,203.16			5.29%			94.71%
Hardware & System Maintenance	\$7,609.10	\$7,609.10	\$142,700.00	\$135,090.90			5.33%			94.67%
Janitorial	\$5,688.00	\$5,688.00	\$69,900.00	\$64,212.00			8.14%			91.86%
Equipment	\$1,346.88	\$1,346.88	\$177,500.00	\$176,153.12			0.76%			99.24%
Utilities	\$7,974.88	\$7,974.88	\$77,000.00	\$69,025.12			10.36%			89.64%
Total Building Expenses	\$29,615.70	\$29,615.70	\$599,300.00	\$569,684.30			4.94%			95.06%
Services and Resources										
Adult Print	\$12,535.21	\$12,535.21	\$226,900.00	\$214,364.79			5.52%			94.48%
Adult AV	\$1,894.50	\$1,894.50	\$63,500.00	\$61,605.50			2.98%			97.02%
Youth Print	\$10,184.46	\$10,184.46	\$151,400.00	\$141,215.54			6.73%			93.27%
Youth AV	\$1,290.09	\$1,290.09	\$34,300.00	\$33,009.91			3.76%			96.24%
Magazines	\$1,316.82	\$1,316.82	\$19,300.00	\$17,983.18			6.82%			93.18%
Electronic Resources	\$55,133.52	\$55,133.52	\$181,200.00	\$126,066.48			30.43%			69.57%
Digital Media	\$14,294.87	\$14,294.87	\$303,800.00	\$289,505.13			4.71%			95.29%
E-Learning	\$20,396.83	\$20,396.83	\$48,000.00	\$27,603.17			42.49%			57.51%
Library of Things	\$1,812.21	\$1,812.21	\$50,000.00	\$48,187.79			3.62%			96.38%
Microform	\$0.00	\$0.00	\$700.00	\$700.00			0.00%			100.00%
Processing Supplies	\$2,170.44	\$2,170.44	\$26,400.00	\$24,229.56			8.22%			91.78%
Programs	\$2,470.25	\$2,470.25	\$82,300.00	\$79,829.75			3.00%			97.00%
Total Services and Resources	\$123,499.20	\$123,499.20	\$1,187,800.00	\$1,064,300.80			10.40%			89.60%
Transfers										
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00			0.00%			100.00%
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00			0.00%			100.00%

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Sponsored Expenses						
Foundation Expenses	\$325.00	\$325.00	\$9,675.00	\$9,350.00	3.36%	96.64%
Friends Expenses	\$127.45	\$127.45	\$34,200.00	\$34,072.55	0.37%	99.63%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$0.00	\$1,750.00	\$1,750.00	0.00%	100.00%
Total Sponsored Expenses	\$452.45	\$452.45	\$45,625.00	\$45,172.55	0.99%	99.01%
Total Library Fund	\$913,719.05	\$913,719.05	\$10,789,325.00	\$9,875,605.95	8.47%	91.53%
Capital Project Fund						
400-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99 Building Maintenance - Service	\$0.00	\$0.00	\$240,000.00	\$240,000.00	0.00%	100.00%
400-6805-99 Building Maintenance - South Br	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6845-99 Equipment & Furnishings - South	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7000-99 Capital Outlay - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7010-99 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7810-99 Transfer to Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Project Fund	\$0.00	\$0.00	\$240,000.00	\$240,000.00	0.00%	100.00%
Debt Service Fund						
500-6120-99 Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6180-99 Principal payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6181-99 Principal Payment LT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2023

	M.T.D.		Y.T.D.		Annual Budget		Budget		Percent	
	Expended	Expended	Expended	Expended	Remaining	Remaining	Expended	Expended	Remaining	Remaining
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00	\$50,000.00	0.00%	0.00%	100.00%	0.00%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%	0.00%
300-7070-99 Art	\$4,400.00	\$4,400.00	\$4,400.00	\$0.00	\$0.00	(\$4,400.00)	0.00%	0.00%	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%	0.00%
300-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	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%	0.00%
Total Gift Fund	\$4,400.00	\$4,400.00	\$4,400.00	\$50,000.00	\$50,000.00	\$45,600.00	8.80%	8.80%	91.20%	0.00%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2023

Date	Source	Amount
01/02/2023	SHELL OIL COMPANY	\$98.69
01/03/2023	GUARDIAN	\$3072.57
01/05/2023	AT&T ACH	\$207.82
01/05/2023	VILLAGE OF MOUNT PRO	\$748.50
01/06/2023	AT&T	\$538.77
01/06/2023	BACKSTAGE LIBRARY WO	\$250.00
01/06/2023	BAKER & TAYLOR, INC.	\$5016.23
01/06/2023	BISHOP PLUMBING, INC	\$453.95
01/06/2023	CAROL D'ANCA	\$300.00
01/06/2023	CINTAS #22	\$75.51
01/06/2023	EUGENE FLYNN	\$175.00
01/06/2023	HR SOURCE	\$4100.00
01/06/2023	INGRAM	\$1019.91
01/06/2023	INTERIOR TROPICAL GA	\$120.00
01/06/2023	JEZ LAYMAN	\$260.00
01/06/2023	JIM GIBBONS	\$275.00
01/06/2023	JOHNSON CONTROLS FIR	\$1883.00
01/06/2023	KENT ADHESIVE PRODUC	\$130.56
01/06/2023	LIGHTING SUPPLY COMP	\$64.60
01/06/2023	MENARDS	\$18.70
01/06/2023	MIDWEST TAPE	\$55.99
01/06/2023	PEERLESS MARKETING I	\$567.34
01/06/2023	PROQUEST INFORMATION	\$3749.20
01/06/2023	PROSPECT ELECTRIC CO	\$230.00
01/06/2023	ROTARY CLUB OF RIVER	\$210.00
01/06/2023	SHARON YIESLA	\$200.00
01/06/2023	SUPERIOR INDUSTRIAL	\$274.40
01/06/2023	VANGUARD IDENTIFICAT	\$2155.34
01/06/2023	WAREHOUSE DIRECT	\$826.10
01/06/2023	<Reversal>2022	\$3311.87
01/06/2023	Payroll 2023	\$139192.95
01/06/2023	Payroll 2023	\$53590.09
01/06/2023	EXPERT PAY CHILD SUP	\$188.31
01/06/2023	EMPLOYEE BENEFITS CO	\$1488.09
01/06/2023	AT&T	\$718.70
01/09/2023	REPUBLIC SERVICES #5	\$303.49
01/09/2023	ICMA RETIREMENT TRUS	\$6832.18
01/10/2023	SHELL OIL COMPANY	\$114.27
01/12/2023	AFLAC	\$266.81
01/13/2023	ALGONQUIN AREA PUBLI	\$179.00
01/13/2023	AMAZON	\$38.49
01/13/2023	AMERICAN LANDSCAPING	\$170.00
01/13/2023	AMERICAN LIBRARY ASS	\$2948.00
01/13/2023	BAKER & TAYLOR, INC.	\$3922.41

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2023

Date	Source	Amount
01/13/2023	BISHOP PLUMBING, INC	\$2177.05
01/13/2023	CALM.COM, INC	\$3965.75
01/13/2023	CDW GOVERNMENT, INC.	\$4523.76
01/13/2023	ELM USA, INC.	\$645.44
01/13/2023	FAR EASTERN BOOKS	\$275.00
01/13/2023	FINDAWAY WORLD, LLC	\$1575.70
01/13/2023	GALE	\$3703.70
01/13/2023	HR SOURCE	\$1080.00
01/13/2023	ILLINOIS STATE GENEALOGICAL SOCIETY	\$40.00
01/13/2023	INGRAM	\$378.63
01/13/2023	J.D. POWER	\$388.00
01/13/2023	JOHNSON CONTROLS FIRE	\$4297.34
01/13/2023	LIBRARY IDEAS, LLC	\$79.96
01/13/2023	MARCIA LAUTANEN	\$150.00
01/13/2023	MEDIA PARTNERS CORP	\$7083.91
01/13/2023	MENARDS	\$28.72
01/13/2023	MERGENT, INC.	\$10000.00
01/13/2023	MIDWEST TAPE	\$18.74
01/13/2023	MORNINGSTAR	\$9766.00
01/13/2023	NEWS BANK, INC.	\$10103.00
01/13/2023	NOEMI RAMOS	\$75.00
01/13/2023	OVERDRIVE, INC.	\$1926.51
01/13/2023	PROQUEST INFORMATION	\$4326.00
01/13/2023	RECORD INFORMATION SERVICES	\$1344.00
01/13/2023	SIGN TECH, INC.	\$15.00
01/13/2023	WAREHOUSE DIRECT	\$114.75
01/18/2023	COMCAST BUSINESS	\$189.90
01/20/2023	ACCURATE EMPLOYMENT	\$165.36
01/20/2023	AMAZON	\$9142.91
01/20/2023	B2B TECHNOLOGIES	\$6815.33
01/20/2023	BAKER & TAYLOR, INC.	\$4402.14
01/20/2023	CHAMBER CO OP INC	\$440.00
01/20/2023	CINTAS #22	\$75.51
01/20/2023	CRIMSON MULTIMEDIA DISTRIBUTION	\$215.44
01/20/2023	DELL MARKETING L.P.	\$1624.69
01/20/2023	FILTER SERVICES INC	\$1181.36
01/20/2023	INGRAM	\$735.18
01/20/2023	JO	\$1500.00
01/20/2023	KANOPY, INC.	\$625.00
01/20/2023	MANGO LANGUAGES	\$5766.00
01/20/2023	MENARDS	\$41.23
01/20/2023	MIDWEST TAPE	\$51.99
01/20/2023	MT. PROSPECT DOWNTOWN	\$75.00
01/20/2023	OVERDRIVE, INC.	\$1992.37

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2023

Date	Source	Amount
01/20/2023	SOUND INCORPORATED	\$152.00
01/20/2023	SWAN LIBRARY SERVICE	\$390.99
01/20/2023	VARIETY VENDORS	\$96.00
01/20/2023	WAREHOUSE DIRECT	\$20.23
01/20/2023	ICMA RETIREMENT TRUS	\$6926.29
01/20/2023	Payroll 2023	\$138327.69
01/20/2023	Payroll 2023	\$52255.51
01/20/2023	EXPERT PAY CHILD SUP	\$188.31
01/23/2023	VERIZON WIRELESS	\$434.60
01/27/2023	BAKER & TAYLOR, INC.	\$2605.54
01/27/2023	CINTAS #22	\$75.51
01/27/2023	CRYSTAL MANAGEMENT &	\$2980.00
01/27/2023	F.E.MORAN, INC.FIRE	\$640.00
01/27/2023	JACQUELINE K SCHATTN	\$130.00
01/27/2023	JOHNSON CONTROLS FIR	\$4617.70
01/27/2023	LAUREN ERICKSON	\$450.00
01/27/2023	MIDWEST TAPE	\$4026.55
01/27/2023	NPN360	\$8961.80
01/27/2023	OLD TOWN SCHOOL OF F	\$325.00
01/27/2023	OVERDRIVE, INC.	\$522.47
01/27/2023	PRODUCT LLC	\$10000.00
01/27/2023	PROQUEST INFORMATION	\$11021.41
01/27/2023	RAILS	\$854.00
01/27/2023	SMILE MAKERS	\$103.87
01/27/2023	STYLEBOOKS.COM	\$270.00
01/27/2023	SUPERIOR INDUSTRIAL	\$338.90
01/27/2023	THE NEW YORK TIMES	\$2100.80
01/27/2023	THE TEACHING COMPANY	\$169.75
01/27/2023	THOMSON REUTERS	\$1541.85
01/27/2023	W. W. GRAINGER, INC.	\$112.85
01/27/2023	WAREHOUSE DIRECT	\$679.87
01/31/2023	EMPLOYEE BENEFITS CO	\$111.26
01/31/2023	FRIENDS OF THE MPPL	\$81.00
01/31/2023	EMPLOYEE BENEFITS CO	\$1488.09
01/20/2023	VILLAGE OF MOUNT PRO	\$44835.05
01/31/2023	VILLAGE OF MOUNT PRO	\$112.00
01/31/2023	VILLAGE OF MOUNT PRO	\$82563.80
01/01/2023	ZOOM	\$1379.20
01/02/2023	AMAZON	\$8.99
01/02/2023	THE NEW YORK TIMES	\$150.97
01/03/2023	AMAZON	\$9.73
01/03/2023	MOBILE BEACON	\$1080.00
01/03/2023	AMAZON	\$8.99
01/03/2023	APPLE.COM	\$69.00

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2023

Date	Source	Amount
01/03/2023	DISNEY	\$14.99
01/03/2023	DISNEY	\$14.99
01/04/2023	AMAZON	\$8.99
01/04/2023	DISNEY	\$14.99
01/04/2023	DISNEY	\$14.99
01/04/2023	NETFLIX	\$19.99
01/04/2023	USPS	\$9.90
01/04/2023	AMAZON	\$8.99
01/04/2023	DISNEY	\$14.99
01/04/2023	NETFLIX	\$19.99
01/04/2023	AMAZON	\$8.99
01/04/2023	DISNEY	\$14.99
01/04/2023	DISNEY	\$14.99
01/04/2023	NETFLIX	\$19.99
01/04/2023	AMAZON	\$8.99
01/04/2023	DISNEY	\$14.99
01/04/2023	DISNEY	\$14.99
01/04/2023	NETFLIX	\$19.99
01/04/2023	DISNEY	\$14.99
01/04/2023	NETFLIX	\$19.99
01/05/2023	CVS PHARMACY	\$6.59
01/05/2023	AMAZON	\$17.99
01/05/2023	AMAZON	\$8.99
01/05/2023	MICROSOFT	\$6.60
01/05/2023	AMAZON	\$8.99
01/05/2023	AMAZON	\$8.99
01/05/2023	CROCHET WORLD	\$28.00
01/05/2023	SCIENCE NEWS	\$99.00
01/06/2023	AMAZON	\$23.74
01/06/2023	DISNEY	\$14.99
01/06/2023	DISNEY	\$14.99
01/06/2023	VIX PLUS	\$59.99
01/06/2023	SKY & TELESCOPE	\$57.75
01/06/2023	BON APPETIT	\$20.00
01/06/2023	SCIENTIFIC AMERICAN	\$39.99
01/06/2023	THE WEEK JUNIOR	\$59.95
01/08/2023	DISCOVERY PLUS	\$4.99
01/08/2023	DISCOVERY PLUS	\$4.99
01/08/2023	NETFLIX	\$19.99
01/08/2023	PARTY CITY	\$110.80
01/08/2023	USPS	\$9.90
01/08/2023	DISCOVERY PLUS	\$4.99
01/08/2023	DISCOVERY PLUS	\$4.99
01/08/2023	NETFLIX	\$19.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2023

Date	Source	Amount
01/08/2023	DISCOVERY PLUS	\$4.99
01/08/2023	NETFLIX	\$19.99
01/08/2023	SCOUT'S LIFE	\$24.00
01/09/2023	BAYSCAN TECHNOLOGIES	\$1042.14
01/09/2023	THE WALL STREET JOUR	\$54.99
01/10/2023	MYFONTS.COM	\$21.25
01/10/2023	USPS	\$19.80
01/10/2023	SOFTWARE PIN	\$129.99
01/10/2023	NAYAX LLC	\$2.00
01/10/2023	NAYAX LLC	\$2.00
01/10/2023	DISCOVERY PLUS	\$4.99
01/10/2023	WOODCRAFT MAGAZINE	\$19.99
01/11/2023	AMAZON	\$122.06
01/11/2023	AMAZON	\$399.98
01/11/2023	SOFTWARE PIN	\$129.99
01/11/2023	ZOHO Corporation	\$96.09
01/11/2023	BEST BUY	\$24.99
01/11/2023	AURORA TRAINING ADVA	\$219.00
01/11/2023	STATELINE SHRM	\$195.00
01/12/2023	AMAZON	\$20.85
01/12/2023	USPS	\$9.90
01/12/2023	AMAZON	\$69.98
01/12/2023	AMAZON	\$15.98
01/12/2023	BUSINESS WEEK	\$80.00
01/12/2023	CHICAGO TRIBUNE	\$146.00
01/13/2023	AMAZON	\$23.00
01/13/2023	SHIFTNAV PRO	\$34.30
01/13/2023	NETFLIX	\$19.99
01/13/2023	NETFLIX	\$19.99
01/13/2023	NETFLIX	\$19.99
01/13/2023	COIN WORLD	\$39.99
01/13/2023	BOOKLIST	\$184.95
01/13/2023	NATIONAL PARKS CONSE	\$25.00
01/13/2023	SAM'S CLUB	\$8.54
01/13/2023	SHRM	\$266.44
01/15/2023	AMAZON	\$19.99
01/15/2023	AMAZON	\$30.34
01/15/2023	DISPLAYS2GO	\$92.04
01/15/2023	WALGREENS	\$50.40

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2023

Date	Source	Amount
01/15/2023	BONAFIDEMASKS.COM	\$170.00
01/15/2023	NUB GAMES, INC.	\$575.00
01/15/2023	WEATHERCALL	\$9.95
01/15/2023	DISNEY	\$12.99
01/15/2023	HARLAND CLARKE	\$31.70
01/15/2023	BARNES & NOBLE	\$56.00
01/15/2023	LAKESHORE LEARNING M	\$155.99
01/15/2023	MAGNOLIA JOURNAL	\$35.00
01/15/2023	OLD HOUSE JOURNAL	\$28.00
01/15/2023	DEEPCDISCOUNT.COM	\$38.65
01/16/2023	AMAZON	\$14.99
01/17/2023	USPS	\$9.90
01/17/2023	ADOBE	\$2182.90
01/17/2023	ANDERSON'S BOOKSHOPS	\$68.31
01/17/2023	POLISH BOOKSTORE	\$268.16
01/17/2023	DUPAGE HISTORICAL SO	\$70.00
01/18/2023	SOFTWARE PIN	\$4874.63
01/18/2023	STAPLES BUSINESS ADV	\$20.99
01/18/2023	PREVENTION	\$66.97
01/18/2023	PIONEER WOMAN MAGAZI	\$10.00
01/19/2023	USPS	\$9.90
01/19/2023	STAPLES BUSINESS ADV	\$197.40
01/19/2023	AMERICAN LIBRARY ASS	\$246.00
01/19/2023	WALMART	\$70.00
01/19/2023	AMAZON	\$309.98
01/19/2023	AQUENT LLC	\$430.00
01/20/2023	OFFICE DEPOT	\$192.91
01/20/2023	AMAZON	\$119.96
01/20/2023	AMAZON	\$46.34
01/20/2023	DISNEY	\$5.65
01/20/2023	AMAZON	\$28.94
01/20/2023	AMAZON	\$5.39
01/20/2023	AMAZON	\$17.99
01/20/2023	AMAZON	\$14.99
01/20/2023	LAKESHORE LEARNING M	\$39.98
01/22/2023	SIGNS.COM	\$50.58
01/22/2023	AMAZON	\$55.96
01/22/2023	AMAZON	\$21.99
01/22/2023	HOT ROD	\$15.00
01/22/2023	VILLAGE OF MOUNT PRO	\$255.00
01/22/2023	PARTY CITY	\$42.50
01/22/2023	ABE BOOKS.COM	\$31.80
01/22/2023	AMAZON	\$14.95
01/23/2023	AMAZON	\$8.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
 For the Period Ended 01/31/2023

Date	Source	Amount
01/23/2023	PADLET SOFTWARE	\$24.00
01/23/2023	Hobby Lobby	\$13.98
01/23/2023	SPOTIFY	\$15.99
01/24/2023	AMAZON	\$102.04
01/24/2023	GOVERNMENT FINANCE O	\$150.00
01/24/2023	DAILY HERALD	\$34.60
01/24/2023	A24	\$42.91
01/24/2023	SAGE SOFTWARE	\$3981.00
01/25/2023	USPS	\$48.25
01/25/2023	USPS	\$506.20
01/25/2023	AMERICAN SCIENTIST	\$30.00
01/25/2023	AMAZON	\$159.96
01/25/2023	AMAZON	\$50.20
01/26/2023	AMAZON	\$21.98
01/26/2023	USPS	\$28.95
01/26/2023	DOODLE	\$537.00
01/27/2023	AMAZON	\$13.99
01/27/2023	AMAZON	\$78.98
01/29/2023	AMAZON	\$13.99
01/29/2023	ALA	\$140.00
01/29/2023	USPS	\$28.95
01/30/2023	AMAZON	\$13.99
01/31/2023	BETTERWORLDBOOKS.COM	\$9.49
01/31/2023	AMAZON	\$7.99
01/31/2023	ZOOM	\$180.00
		\$748536.31

MOUNT PROSPECT PUBLIC LIBRARY**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30480
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0360
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Mount Prospect Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	10 South Emerson Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Mount Prospect
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60056
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	10 South Emerson Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Mount Prospect
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60056
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472535675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8472530642
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.mppl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Su Reynders
1.15 Title	Executive Director
1.16 Library Director's E-mail	sreynders@mppl.org

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a Population residing in tax base (Use the latest official federal census figure) [PLS 208]	56,852
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
South Branch	[PLS 702] SOUTH BRANCH		

MT. PROSPECT P.L. | MOUNT PROSPECT PUBLIC LIBRARY

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
South Branch	30480	3048001
MT. PROSPECT P.L.	30480	3048000

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
South Branch	1711 WEST ALGONQUIN ROAD		
MT. PROSPECT P.L.	10 SOUTH EMERSON STREET		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
South Branch	MOUNT PROSPECT		60056	
MT. PROSPECT P.L.	MOUNT PROSPECT		60056	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
South Branch	Cook		8475904090	
MT. PROSPECT P.L.	Cook		8472535675	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
South Branch	980		
101,290			
MT. PROSPECT P.L.			

IDS

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
South Branch	2,182	52	16,458	0	0
MT. PROSPECT P.L.	3,635	52	253,508	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the

latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2022
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jan Peterson
3.5 Telephone Number of Person Preparing Report	847-253-5675
3.6 FAX Number	847-253-5977
3.7 E-Mail Address	janp@mppl.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period? No

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

First Member

5.5 Name	J. Michael Duebner
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	mduebner@mppl.org
5.10 Home Address	Mount Prospect
5.11 City	IL
5.12 State	
5.13 Zip Code	60056

Second member

5.5 Name	Sylvia G. Fulk
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	
5.9 E-mail Address	sfulk@mppl.org
5.10 Home Address	Mount Prospect
5.11 City	IL
5.12 State	
5.13 Zip Code	60056

Third member

5.5 Name	Marie Bass
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2023
5.8 Telephone Number	
5.9 E-mail Address	mbass@mppl.org
5.10 Home Address	Mount Prospect
5.11 City	IL
5.12 State	

5.1.3 Zip Code 60056

Fourth member

5.5 Name Kristine O'Sullivan
5.6 Trustee Position Secretary
5.7 Present Term Ends (mm/year) 05/2027
5.8 Telephone Number
5.9 E-mail Address kosullivan@mppl.org
5.10 Home Address Mount Prospect
5.11 City IL
5.12 State IL
5.13 Zip Code 60056

Fifth member

5.5 Name Brian Gilligan
5.6 Trustee Position Treasurer
5.7 Present Term Ends (mm/year) 05/2023
5.8 Telephone Number
5.9 E-mail Address bgilligan@mppl.org
5.10 Home Address Mount Prospect
5.11 City IL
5.12 State IL
5.13 Zip Code 60056

Sixth member

5.5 Name Sylvia M. Haas
5.6 Trustee Position Other
5.7 Present Term Ends (mm/year) 05/2023
5.8 Telephone Number
5.9 E-mail Address shaas@mppl.org
5.10 Home Address Mount Prospect
5.11 City IL
5.12 State IL
5.13 Zip Code 60056

Seventh member

5.5 Name Rosemary Groenwald
5.6 Trustee Position Other
5.7 Present Term Ends (mm/year) 05/2027
5.8 Telephone Number
5.9 E-mail Address rgroenwald@mppl.org
5.10 Home Address Mount Prospect
5.11 City IL
5.12 State IL

5.13 Zip Code

60056

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b If so, please describe	Kits available for in-house use with weighted blankets, noise-canceling headphones, and fidget toys
6.2 Total Number of Meeting Rooms	5
6.2b Total number of times meeting room(s) used by the public during the fiscal year	84
6.3 Total Number of Study Rooms	12
6.3b Total number of times study room(s) used by the public during the fiscal year	10,145

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

Number of Facilities	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
					1	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated

with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling				
Structural repairs (walls, foundations, etc.)				
Roof repair/replacement				
Heating/ventilation/air conditioning	1	\$144,000		
Electrical systems other than alarms	1	\$47,000		
Plumbing systems	1	\$16,800		
Egress systems (doors, stairs, etc.)				
Fire protection (detectors, alarms, etc.)	1	\$80,000		
Asbestos abatement				
Security measures				
Energy conservation				
Repair of sidewalks, curbing, parking areas				
Accessibility measures				
Technology upgrading	1	\$200,400		
New building construction (construction of a new facility)				
Building additions (adding square feet to existing facility)				

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$43,200		
Structural repairs (walls, foundations, etc.)	1	\$75,000		
Roof repair/replacement				
Heating/Ventilation/air conditioning	1	\$550,000		
Electrical systems other than alarms				
Plumbing systems				
Egress systems (doors, stairs, etc.)				
Fire protection (detectors, alarms, etc.)				
Asbestos abatement				
Security measures				
Energy conservation				
Repair of sidewalks, curbing, parking areas				
Accessibility measures	1	\$12,000		
Technology upgrading	1	\$32,400		
New building construction (construction of a new facility)				
Building additions (adding square feet to existing facility)				

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or

otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$31,405,672
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$168,899
7.4 Legacy	\$0
7.5 Gift	\$0
7.6 Other	\$0
7.7 Provide a general description of the property acquired.	Library Furnishings and Equipment

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$4,032,771 Capital Project Restricted, \$2,212,206 Working Cash Reserve

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$322,753
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	\$322,753 Accounts Payable

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$9,082,157
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No

8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)

\$10,537,000

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$83,857
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$180,518
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$264,375

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$10,565
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$11,158
8.11 If Other, please specify	ECF Grant
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$21,723

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$1,675
8.14 Other receipts intended to be used for operating expenditures	\$122,642
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$124,317
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]

\$9,492,572

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a	The library safeguards its funds using which option?	Surety Bond
8.18b	Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$6,000,000
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLS 350]	\$5,468,833
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$1,550,729
9.3	Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$7,019,562

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1	Printed Materials (books, newspapers, etc.) [PLS 353]	\$340,862
10.2	Electronic Materials (e-books, databases, etc.) [PLS 354]	\$414,245
10.3a	Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$119,860
10.3b	Please provide an explanation of the other types of material expenditures.	AV, Microform, Library of Things
10.4	TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$874,967

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,281,918
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$9,176,447

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$13,329
12.5 If Other, please specify	Interest Income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$13,329

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405] \$168,142

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	28	\$934.33	1,050.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
Executive Director	Library Director	\$67.56	37.50
Deputy Director of Public Service	Assistant Library Director	\$42.90	37.50
Technology Youth Librarian	Children\`s Services	\$29.78	37.50
Youth Services Assistant Department Head	Children\`s Services	\$31.45	37.50
Collection Specialist Librarian	Children\`s Services	\$26.57	37.50
Youth Services Department Head	Children\`s Services	\$35.90	37.50
Circulation Services Department Head	Circulation	\$36.95	37.50
Fiction/AV/Teen Assistant Department Head	Young Adult Services	\$34.56	37.50
Fiction Librarian	Young Adult Services	\$26.57	37.50
Fiction/AV/Teen Department Head	Young Adult Services	\$46.43	37.50
Teen Services Librarian	Young Adult Services	\$28.04	37.50
Teen Services Librarian	Young Adult Services	\$26.57	37.50
Reference Librarian	Adult Services	\$36.23	37.50
Research Services Department Head	Adult Services	\$41.45	37.50
Research Services Assistant Department Head	Adult Services	\$32.56	37.50
Reference Librarian	Adult Services	\$36.82	37.50
Technology Librarian	Adult Services	\$27.73	37.50
CBS Assistant Department Head	Collection Development Acquisitions	\$37.78	37.50
Collection Resource Manager	Collection Development Acquisitions	\$29.76	37.50
Collection and Bibliographic Services Department Head	Collection Development Acquisitions	\$35.90	37.50
Community Engagement Director	Other Type of Librarian	\$35.92	37.50
South Branch Manager	Other Type of Librarian	\$29.96	37.50
Adult Programming Librarian	Young Adult Services	\$25.25	37.50
Cataloging Librarian	Collection Development Acquisitions	\$25.50	37.50
Collection Development Librarian	Other Type of Librarian	\$25.37	37.50
Circulation Services Assistant Department Head	Circulation	\$29.23	37.50
Business Librarian	Adult Services	\$25.54	37.50

Program Librarian	Adult Services	\$26.05	37.50
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Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	26.25
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	28	28	698.64	13.9	Hourly Rate	13.10	Total Hours/Week
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level					
Youth Desk Assistant	Children\`s Services	Bachelor's Degree: No library science	\$23.17	\$23.17	17.50	17.50	
Youth Desk Assistant	Children\`s Services	Master's Degree: Not in library science	\$20.43	\$20.43	17.50	17.50	
Youth Desk Assistant	Children\`s Services	Master's Degree: Not in library science	\$23.17	\$23.17	12.00	12.00	
Youth Collection Technology Assistant	Children\`s Services	Master's Degree (non-ALA program)	\$23.17	\$23.17	30.00	30.00	
Youth Desk Assistant	Children\`s Services	Bachelor's Degree: No library science	\$17.73	\$17.73	8.00	8.00	
Circulation Supervisor	Circulation	Bachelor's Degree: No library science	\$19.97	\$19.97	37.50	37.50	
Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	\$21.03	\$21.03	22.00	22.00	
Readers Advisor	Young Adult Services	Master's Degree: Not in library science	\$20.43	\$20.43	22.00	22.00	
Fiction/AV Assistant PT	Young Adult Services	Bachelor's Degree: No library science	\$17.73	\$17.73	25.00	25.00	
Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	\$18.96	\$18.96	26.00	26.00	
Fiction/AV Assistant PT	Young Adult Services	Less than a Bachelor's degree	\$17.70	\$17.70	22.00	22.00	
Fiction/AV Assistant PT	Young Adult Services	Bachelor's Degree: No library science	\$17.20	\$17.20	22.00	22.00	
Research Assistant/Clerk	Adult Services	Bachelor's Degree: No library science	\$17.73	\$17.73	23.00	23.00	
Research Services Assistant	Adult Services	Bachelor's Degree: No library science	\$25.80	\$25.80	37.50	37.50	
Research Assistant/Clerk	Adult Services	Bachelor's Degree: No library science	\$23.40	\$23.40	23.00	23.00	
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$20.82	\$20.82	15.00	15.00	
Research Services Assistant	Adult Services	Bachelor's Degree: No library science	\$28.00	\$28.00	37.50	37.50	
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$18.00	\$18.00	23.00	23.00	
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$18.00	\$18.00	23.00	23.00	
Copy Cataloger Full Time	Collection Development Acquisitions	Bachelor's Degree: No library science	\$23.00	\$23.00	37.50	37.50	
Copy Cataloger Full Time	Collection Development Acquisitions	Bachelor's Degree: No library science	\$25.83	\$25.83	37.50	37.50	
Copy Cataloger Full Time	Collection Development Acquisitions	Bachelor's Degree: No library science	\$26.19	\$26.19	37.50	37.50	
Acquisitions Supervisor	Collection Development Acquisitions	Bachelor's Degree: No library science	\$25.89	\$25.89	37.50	37.50	
South Branch Outreach Assistant	Other Type of Librarian	Master's Degree: Not in library science	\$22.48	\$22.48	22.00	22.00	
South Branch Patron Assistant	Other Type of Librarian	Master's Degree: Not in library science	\$20.43	\$20.43	10.00	10.00	
South Branch Patron Coordinator	Other Type of Librarian	Bachelor's Degree: No library science	\$22.55	\$22.55	37.50	37.50	
South Branch Patron Assistant	Other Type of Librarian	Bachelor's Degree: No library science	\$17.20	\$17.20	25.00	25.00	
South Branch Patron Assistant	Other Type of Librarian	Bachelor's Degree: No library science	\$17.63	\$17.63	10.50	10.50	

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	17.46
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13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251] **43.71**

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,617.00
13.14 Minimum hourly rate actually paid	\$12.56
13.15 Maximum hourly rate actually paid	\$59.15
13.16 Total FTE Group C employees (13.13 / 40)	40.43

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	140.50
13.18 Minimum hourly rate actually paid	\$12.00
13.19 Maximum hourly rate actually paid	\$14.88
13.20 Total FTE Group D employees (13.17 / 40)	3.51

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	303.00
13.22 Minimum hourly rate actually paid	\$14.00
13.23 Maximum hourly rate actually paid	\$55.02
13.24 Total FTE Group E employees (13.21 / 40)	7.58
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	51.51
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	95.23

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	6	6	211.50	75	\$33,540.00	\$80,823.60
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
Youth Outreach Librarian	Children\'s Services	Master's Degree (ALA accredited)	37.50	19	\$47,860.80	\$71,791.20
Youth Programming Librarian	Children\'s Services	Bachelor's Degree: No library science	37.50	4	\$47,860.80	\$71,791.20
Programming/Outreach Assistant	Children\'s Services	Bachelor's Degree: No library science	37.50	19	\$37,767.60	\$56,651.40
Readers Advisor	Young Adult Services	Master's Degree (ALA accredited)	24.00	1	\$33,540.00	\$50,310.00
Copy Cataloger Editor	Collection Development Acquisitions	Bachelor's Degree: No library science	37.50	30	\$37,767.60	\$56,651.40

Program Librarian Supervisor	Young Adult Services	Master's Degree (ALA accredited)	37.50	2	\$53,882.40	\$80,823.60
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Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	269,966
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	9,514	47	3,542
Children (6-11)	6,342	32	2,362
Young Adults (12-18)	2,734	10	307
Adults (19 and older)	7,377	46	3,377
General Interest	2,588	3	135
Total	28,555	138	9,723

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	589	14,741
Synchronous In-Person Offsite Program Sessions	144	7,335
Synchronous Virtual Program Sessions	243	6,479
Total	976	28,555

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	46
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	3,377

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	Yes
15.39b Please describe the programming provided.	In March, we visited the Northwest Special Recreation Association, which is an organization that works with park districts to provide services to children and adults with disabilities. In May, we presented Sensory Storytime in Pocket Park.

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	25,207
16.2a Total Number of Unexpired Non-resident Cards	32
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	19
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	25,239
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	325,576
17.2 Current Print Serial Subscriptions	285
17.3 Total Print Materials (17.1+17.2)	325,861
17.4 E-books Held at end of the fiscal year [PLS 451]	131,777
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	26,337
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	79,825
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	39,607
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	8,979
17.6c Other Circulating Physical Items [PLS 462] ¹	7,349
17.6d Total Physical Items in Collection [PLS 461]	398,869

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	85
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	101

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	460,057
18.2 Number of young adult materials loaned	37,211
18.3 Number of children's materials loaned [PLS 551]	477,673
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	974,941

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	616,860
18.6 Videos/DVDs- Physical	145,843
18.7 Audios (include music)- Physical	35,291
18.8 Magazines/Periodicals- Physical	6,292
18.9 Other Items- Physical [PLS 561] ²	36,836
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	841,122
18.11 Use of Electronic Materials [PLS 552]	133,819
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	974,941
18.13 Successful Retrieval of Electronic Information [PLS 554]	292,505
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	426,324
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	1,267,446
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	3,069
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	3,009

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	95,983
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19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	169
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AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	314
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	119
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	600M
21.3 What is the monthly cost of the library's internet access?	\$600
21.4 Number of Internet Computers Available for Public Use [PLS 650]	89
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	20,088
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	55,870
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	966,942 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	Yes
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Category 1
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$5,873

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$43,000
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	4,286.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1 No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	We rolled out 24/7 Hold Pickup Lockers in our parking garage in January 2022; they have been tremendously popular, with 15,784 checked out in 2022.
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1 No Comments

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1 Not Applicable
25.3 First board member completing the audit	-1 Not Applicable
25.4 Second board member completing the audit	-1 Not Applicable
25.5 Date the Secretary's Audit was completed	-1 Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Electronic Signature	Date
Susan Reynders	02/16/2023
Michael Duebner	02/16/2023
Kristine O'Sullivan	02/16/2023

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.

2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this

year's answer is equal to, less than, or more than the previous year's answer.

3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 17.6c It looks like we reported the previous year incorrectly. (0-2023-02-07)

², 18.9 Launched Library of Things (0-2023-02-07)

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

January 2023

Youth Services

- 1) Our first program of the year was “Cardboard Construction Weekend.” We had 153 people participate and families were happy to have a fun, indoor program while the weather was cold.
- 2) “Preschool and Child Care Information Night” was in-person for the first time since the pandemic. We had 32 representatives from local programs and 40 people who attended.
- 3) At the end of January, Sally Battle joined the Youth Services team. As Youth Programming Librarian, she will be responsible for creating programming for older children and their families.



South Branch & Community Engagement

- 1) New Saturday hours at South Branch appear to be a hit as about three times as many patrons on average visited on Saturdays this month than on Saturdays in 2022. Balloons and giveaways created a celebratory atmosphere as we welcomed both familiar and new faces to our space on these Saturdays. The giveaways were extremely popular, and patrons had their choice of an umbrella, wireless speaker, or stuffed llama (“Lanita”). A number of patrons remarked that they hadn’t know about the branch. Though it remains to be seen, we expect that the increased exposure will lead to an overall increase in South Branch patrons.
- 2) We had a sold-out crowd for “Winter Bingo,” our first in person bingo game since before the pandemic. It was nice to see familiar faces in person rather than on a screen.
- 3) Engagement with the Disabled Population:
 - a. We hosted the first of four developmental play groups in collaboration with C.I.T.Y of Support, an organization that provides support and resources to families with children in therapy. These play groups provide the opportunity for participants to connect with other families who have children in therapy



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

or are considering therapy in a safe and relaxed environment. We offered a variety of interactive, developmentally appropriate activities, and a social worker affiliated with C.I.T.Y. was in attendance as a resource for parents.

- b. PEPS is a networking group for parents of children with special needs in District 57. We highlighted services, programs, and materials available to these families, and solicited feedback about what things they would like the library to offer.
- c. We hosted a group from Search, Inc., an organization that serves adults with intellectual disabilities. We provided a tour, a scavenger hunt, and a fun, interactive overview of library resources.



Research

- 1) 70 people attended a virtual genealogy program: "Central Europe is Easy: Merci, Napoleon!" Attendees came from out-of-state including Oregon and Delaware. This program was one of the highest attended Research programs of the past year.
- 2) The Mount Prospect Downtown Merchants Association had their annual meeting at the library this month. Attendees included local business owners, Village Trustees, Village Mayor, Village staff, and Mount Prospect Chamber of Commerce staff. 40 total were in attendance and many people spoke about how good it was to be "back in the library."
- 3) Mac Studio usage doubled from last month, largely due to two patrons who have become super-users. Both have been working on multiple digitizing projects, and an unexpected benefit of their long hours at the workstation is that other patrons stop to ask what they are doing. The super-users are promoting the service and generating new users. One of the patrons was inspired to begin digitizing when she was given a box of very old negatives (circa 1910) from a family member.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Fiction/AV/Teen

- 1) January was a busy month for school outreach, including visits both to and from schools, bookbags, and teacher checkouts.
 - a. Students visited MPPL from Lincoln Middle School's SOAR special education program. This visit was part of their Community Based Instruction program, intended to help students build life skills by getting out into the community.
 - b. Sixth graders from St. Paul School visited for a short tour.
 - c. We visited Prospect High School for a meeting with the French Club as part of a partnership with MPPL to create French-themed storytimes.
 - d. Our monthly Tinker Day at Rolling Meadow High School continued to generate plenty of student participation in engagement activities.

- 2) Crafting programs are often planned for smaller groups, but "Art Therapy Night: Calm Coloring" accommodated a large turnout of patrons who responded enthusiastically to this fun and relaxing evening.
- 3) The continued demand for Colleen Hoover titles resulted in the creation of an additional advisory handout guiding new fans through suggestions based on "spice factor" and other appeal elements.

Registration

- 1) A reciprocal patron who has a hard time getting out in the winter was very appreciative of our help with printing tax forms and bringing them out to her car via Parking Lot Pickup. Her home library does not have this service, and she was grateful that we do.
- 2) We had 10 public meeting room rentals in January. This is higher than usual for the month, with our average being 4-5. If this trend continues, we will reach 100 rentals by October.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Circulation

- 1) We have been busy making sure our AV collection is in proper working condition for patrons, cleaning 2,002 discs in January.
- 2) 32 jigsaw puzzles were added to the Library of Things collection in January, and along with the board games, have been a big hit with patrons in these cold winter months.



Building & Security

- 1) We had our first quarter inspection done on the fire sprinkler system, and several deficiencies were noted. These will be repaired in February.
- 2) Work continues on the upgrade to our building automation system by Integrated Control Technology. New cabling for the system has been pulled to the 101 control boxes, and installation of the new controllers will be the next step.

Marketing

- 1) The Winter Reading Challenge promo video was finished and launched in English and Spanish on many of our digital channels including Facebook, Instagram, and YouTube.
 - a. English: https://www.youtube.com/watch?v=lfv_JSlu9e4
 - b. Spanish: <https://www.youtube.com/watch?v=N6fxvsnlj0s>
- 2) Our e-newsletter continues to be a great tool for reaching our patrons. January e-news open rate increased to 43%. The highest click-through (23%) was the “Art Therapy Night: Calm Coloring” program, followed by the annual preschool and child care open house. With new library card sign-ups, we have added over 800 names of new cardholders. We cleaned up our database from bounce-back emails to increase performance.
- 3) Our new marketing assistant, Kate Fago, started working with us at the end of January. She will be pushing out content on many of our social media channels and copyediting and proofing the newsletter and other content.

Information Technology

- 1) A few procedures and systems were adjusted in order to better monitor ILS overnight processes; this will make it easier to detect when problems arise. These processes were previously monitored by the ILS Manager position.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Human Resources & Learning

- 1) Number of open positions: 3
Readers' Advisor (PT), Lead Programming Coordinator (FT), Staff Accountant (FT)
- 2) Number of vacant positions filled: 4
 - a. Maintenance Technician (PT), Marketing Assistant (PT), Youth Programming Librarian (FT), Early Childhood Librarian (FT)
- 3) Number of separations: 1
- 4) Staff anniversaries: Mike Barba, Building Maintenance Supervisor, 5 years
- 5) In preparing for this year's IPLAR report, it was noted that in 2022, the library provided 4,286 hours of training to staff as compared to 3,122 hours in 2021. The increased hours came without an increase to the budget and can be attributed to the ability to deploy and track courses easily in Paycom Learning.

Friends of the Mount Prospect Public Library

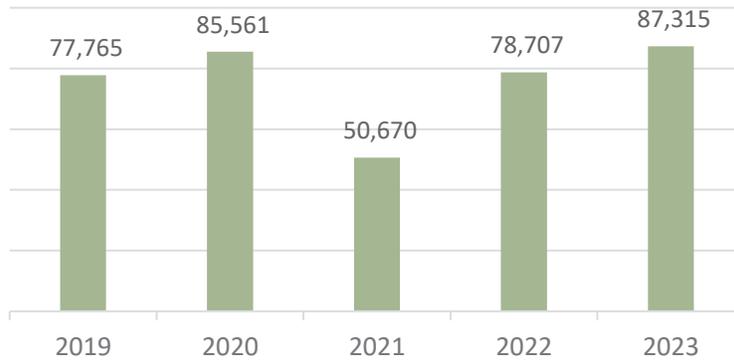
- 1) The two-day book sale on January 14-15 brought in over \$9,000 and exceeded the total sales from pre-pandemic January sale, which took place over three days.
- 2) The Friends will continue to hold quarterly book sales in Meeting Rooms A and B, in addition to the Friends Room. Having tables in the parking garage will be determined based on weather for the April, July, and October sales.
- 3) The time of 2023 book sales have changed: 9 a.m.-4:30 p.m. Saturday and 11 a.m.-4 p.m. Sunday - to follow new library hours of service.

Mount Prospect Public Library Foundation

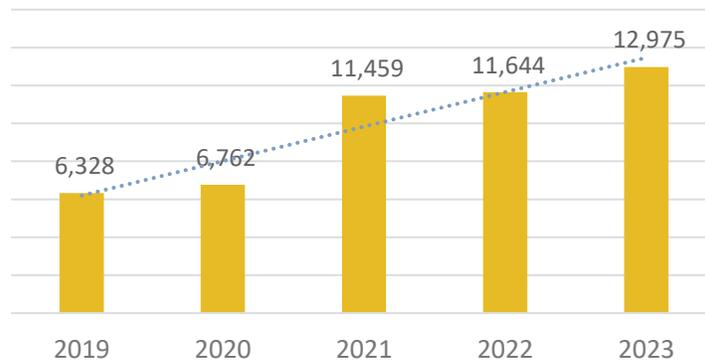
- 1) The Board is actively soliciting sponsors for the March 11 Mini Golf fundraiser.
- 2) Priscilla Maniscalco resigned from her position on the Board. The Board is actively looking for more members.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

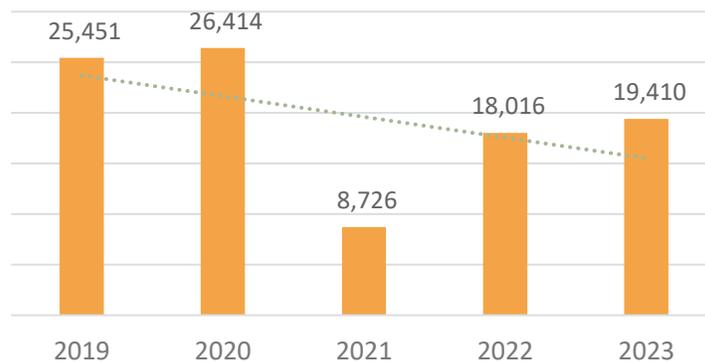
Overall Circulation YTD



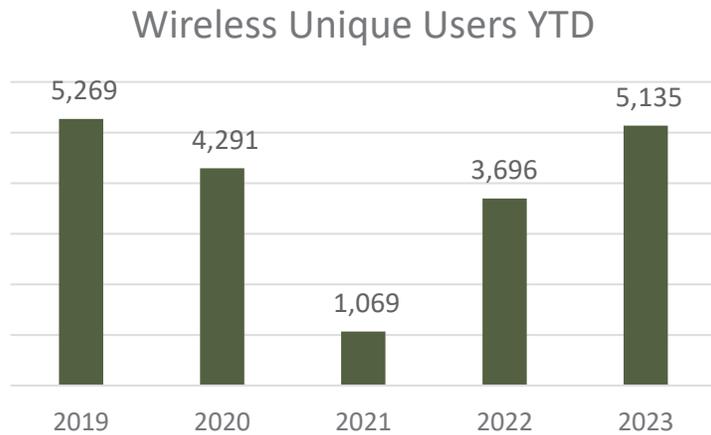
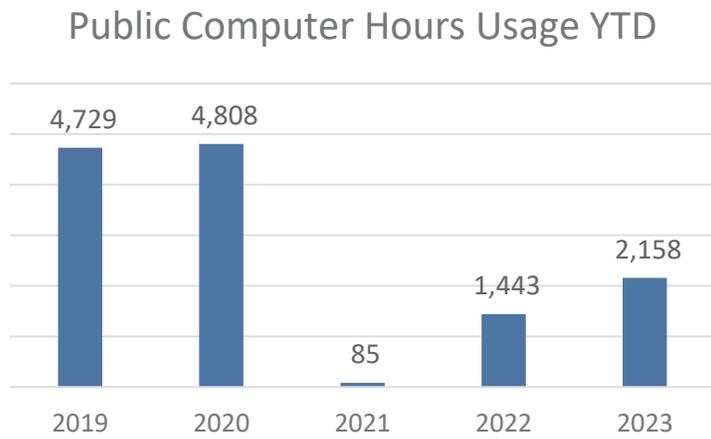
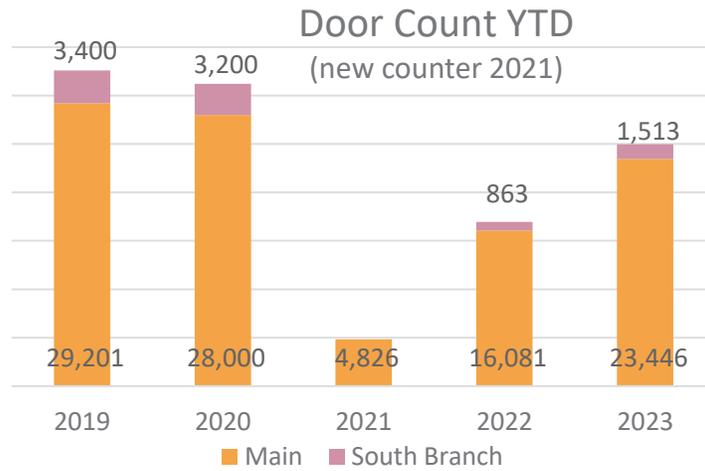
eMedia Circulation YTD



AV Circulation YTD

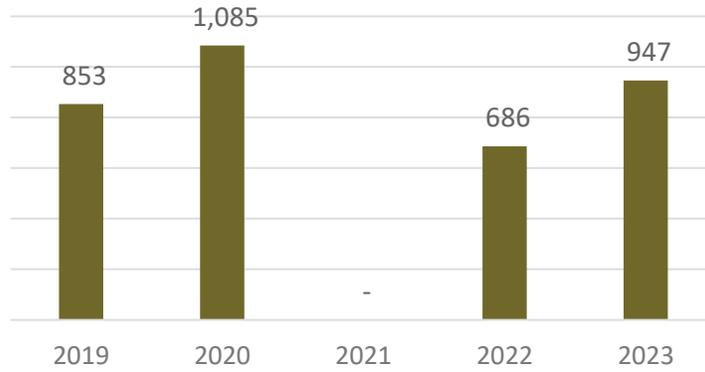


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

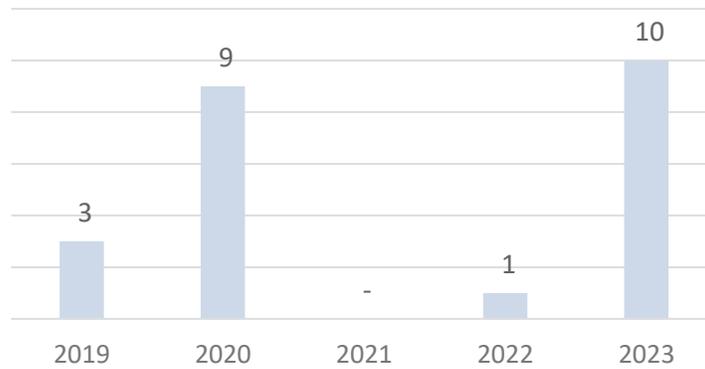


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Study Room Usage YTD



Meeting Room Usage by Public YTD

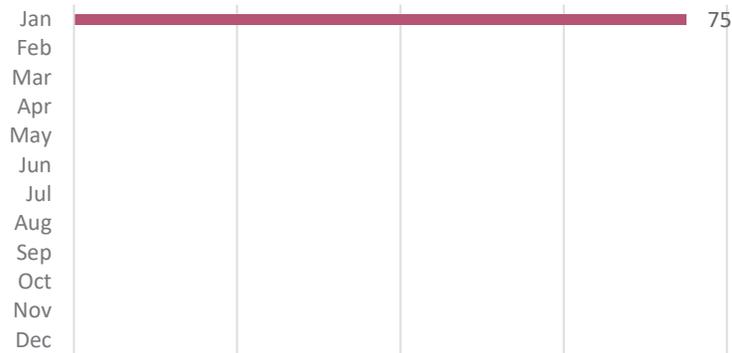


2023 Top 5 Databases



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

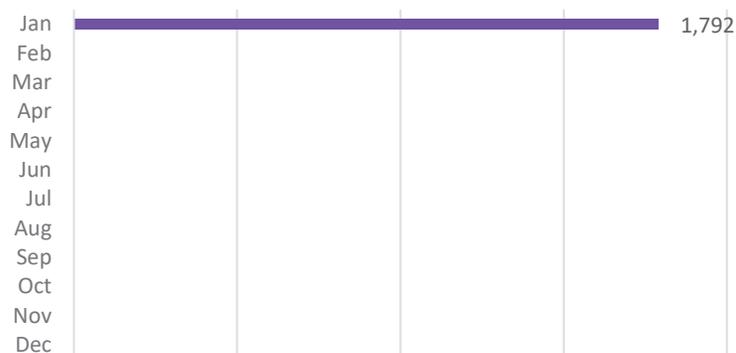
Number of Programs 2023 by Month



Highlighted January Programs

- Central Europe Genealogy is Easy – Merci Napoleon! (70 virtual)
- The Life of Sir Winston Churchill (25 in person, 38 virtual)
- 4 STEM visits to Euclid 1st Grade (73)
- Bingo de invierno (21)
- Play & Learn | Jugar y Aprender (57)
- Teen Volunteering @ Main Library (20)
- Preschool and Child Care Information Night (72)
- Super Saturday: Firefly Family Theater Presents Spark’s Snow Day (90)
- Cardboard Construction Weekend (153)

Program Attendance 2023 by Month



January 2023 Strategic Plan Progress Report

Items Completed in January 2023

1. No new activities were completed in January 2023.

Selected In Progress Items

1. **New Website (A2B).** Create a new patron-focused website with simplified navigation and standardized naming conventions.
 - a. Core work on the new website is complete, which includes design, navigation, page templates, special coding, and a tentative site map. We are now working on evaluating all of our existing website content and determining what to migrate. We are also streamlining, editing content, and removing duplication wherever possible. We expect to go live in April.
2. **Master Facility Plan Funding (A1B).** Identify implementation timeline and funding of the facility Master Plan for the Main Library.
 - a. As discussed at the January meeting, we have contracted with a financial advisor, Jamie Rachlin of Meristem Advisors, to conduct a general financial analysis in order to evaluate our options for funding future renovations. He has begun preparing a projection of future operating revenues, expenses, and fund balances. When this first level of work is completed, he will present information to the Board on how large of a project we can comfortably afford without involving a referendum and provide options to borrow if necessary. This will assist us as we evaluate the renovation options and make decisions on the Master Plan floorplans.
3. **Marketing Priorities (OCA1).** Clarify the objective of the Marketing department and clearly identify the purpose and desired outcomes. Collaborate with other library departments to identify priorities and best practices in order to maximize patron awareness.
 - a. We have created a library-wide editorial calendar to help prioritize large events/promotions throughout the year. We always have the dozens of monthly programs to promote, but the editorial calendar is a higher level view and allows us to begin work further in advance and avoid competing large events in any one month.