

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

Regular Board Meeting
January 19, 2023 7:00 p.m.
Meeting Room B

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to, and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of December 15, 2022 **(3-4)**
 - b. December 2022 Bills **(5)** and Financial Reports **(6-18)**
 - c. Approve Per Capita Grant Application **(19-29)**
6. **New Business**
 - a. 2022 Year End Financial Review – Christine McKinley
7. **Executive Director Report (2)**
 - a. December 2022 Library Activity Report **(30-38)**
 - b. Strategic Plan Update **(39-41)**, Master Facility Plan Update, Consortium Update
8. **Trustee Reports and Comments**
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**

Mount Prospect Public Library
Board of Trustees

Library Director Report
January 19, 2023

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately. This month we are approving our annual Per Capita Grant application. We receive about \$84,000 from the Illinois State Library from this grant.
2. **2022 Year End Financial Review.** This is agenda item 6. Finance Director Christine McKinley will present the year end financial review for 2022. Overall, we received 78% of anticipated revenue, and came in 6.6% under our budgeted expenditures. We will also discuss the regular and special year end transfers that we will ask the Board to approve in February.
3. **Master Facility Plan Process.** This is agenda item 7. At the meeting I will provide an update on how the master planning process is progressing. Now that we are well underway in the first stage of the project, now is a good time to talk at a high level about potential future funding and what the library's options are.
4. **Consortium Update.** This is agenda item 7. The Board approved joining the CCS consortium at the December meeting. On January 11, the CCS Governing Board approved MPPL joining. During 2023 we will be doing some preparation work, like cleaning up certain areas of the catalog, working to adjust staffing responsibilities, and upgrading to a 20-bin sorter. The formal project will kick off in January 2024, with an anticipated go live date of around October 2024.

**Regular Board Meeting
December 15, 2022
Minutes**

1. Call to Order

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

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Anne Belden, Jo Broszczak, Su Reynders, Suzanne Yazel
Visitors: Mary Anne Benden, Nathalie Wheaton

3. Public Comment

There was no public comment.

4. President's Report

No report.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of November 17, 2022
- b. November 2022 Bills and Financial Reports

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

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

6. Old Business

- a. **Approve Resolution No. 2022-5 Authorizing Execution of CCS IGA.** The Board reviewed and discussed the recommendation for joining the CCS catalog consortium.

Motion was made by Trustee Bass and seconded by Trustee O'Sullivan to approve Resolution No. 2022-5 Authorizing Execution of CCS IGA as presented. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: Groenwald. Motion carried.

- b. **Approve Personnel Policy Updates.** Trustees reviewed and discussed the proposed updates and requested the following changes: 1) under Bereavement Leave, move section IV D 1 from “procedures” to “policy” and 2) under Organ Donation Leave, change the word “platelets” to “components.”

Motion was made by Trustee Bass and seconded by Trustee Gilligan to approve Personnel Policy updates as amended. Roll Call Vote: AYES: Bass, Duebner, Fulk, Gilligan, Groenwald, Haas, O’Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

7. Executive Director Report

Director Reynders stated that as approved by the Board in October, South Branch will be open every Saturday beginning in January 2023. Patrons will receive a toy stuffed llama giveaway promoting the new South Branch hours. She also reported that the library has received the first payments of the 2021 second installment tax revenue.

8. Trustee Reports and Comments

None.

9. Upcoming Meetings and Events Calendar

- a. No Foundation Board Meeting in December
- b. January 5 – Committee of the Whole Meeting – Cancelled
- c. January 19, 7:00 p.m. – Regular Board Meeting
 - i. 2022 Year End Financial Review; Approve Per Capita Grant Application; Approve Village Ground Lease
- d. January 23 – Foundation Board Meeting – Open

Trustee Groenwald volunteered to attend the January 23 Foundation Board meeting.

10. Adjournment

Motion was made by Trustee Haas and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 7:30 p.m. Voice vote carried.

Kristine O’Sullivan, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of DECEMBER 31. 2022

| | |
|----------------------------------|----------------------|
| Library General Fund | 4,175,471.44 |
| Working Cash Fund | 2,212,206.26 |
| Capital Projects Restricted Fund | 4,032,771.27 |
| Debt Service Fund | 377,393.00 |
| Gift Fund | 572,900.52 |
| Total All Funds | 11,370,742.49 |

Cash Disbursements December 2022 *

| |
|----------------------|
| \$ 727,698.47 |
|----------------------|

Financial Summary

Fund Balances

| | |
|---|--------------|
| Combined Balance Library & Working Cash Funds | \$ 6,387,678 |
| Annual Operating Budget 2022 | \$ 9,816,850 |
| Combined Balance - Months in Reserve | 7.8 |
| Combined Balance - Percentage in Reserve | 65% |

YTD December Spending

- * approximately \$680,000 below the year-to-date budget (before transfers)
- * YTD Actual is 6.6% below YTD budget (before transfer)

Percent of Full Year Budget Spent to date

- * YTD expected to spend 100% of the annual budget (before transfer)
- * Spending to date was actually closer to 93.4% of the annual budget (before transfer)
- * Last year at this time, we had expended about 94% of the annual budget

Levy Collection

- * To date 77.6% of the total 2021 Levy has been collected
- * Last year 98.1% of the 2020 Levy had been collected through December 2021
- * Historically, over the past six years, 97.8% to 99.9% (average of 98.5%) of the current year Levy has been collected YTD

Mount Prospect Public Library
Statement of Revenues, Expenditures & Fund Balance
For the Period Ended 12/31/2022

| | Library Fund | Working Cash Fund | Capital Project Fund | Debt Service Fund | Gift Fund | Total Funds |
|-------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------|-------------------------|
| Revenues | | | | | | |
| Property Taxes | \$8,040,309.23 | \$0.00 | \$0.00 | \$357,624.00 | \$0.00 | \$8,397,933.23 |
| Illinois Per Capita Grant | \$83,856.70 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$83,856.70 |
| Interest Income | \$62,224.80 | \$0.00 | \$65,662.47 | \$146.00 | \$103.45 | \$128,136.72 |
| Miscellaneous Fees | \$26,133.38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$26,133.38 |
| Friends Reimbursement | \$20,241.84 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$20,241.84 |
| Foundation Reimbursement | \$2,171.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,171.00 |
| Village Reimbursement | \$3,059.32 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,059.32 |
| Grant Income | \$21,723.07 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$21,723.07 |
| Miscellaneous Income | \$2,153.60 | \$0.00 | \$0.00 | \$0.00 | \$6,554.64 | \$8,708.24 |
| Donations | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,675.00 | \$1,675.00 |
| Total Revenues | \$8,261,872.94 | \$0.00 | \$65,662.47 | \$357,770.00 | \$8,333.09 | \$8,693,638.50 |
| Expenses | | | | | | |
| Salaries & Benefits | \$7,019,459.53 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7,019,459.53 |
| Management Expense | \$279,178.76 | \$0.00 | \$14.69 | \$0.00 | \$0.00 | \$279,193.45 |
| Operating Expense | \$321,225.51 | \$0.00 | \$0.00 | \$0.00 | \$1,937.90 | \$323,163.41 |
| Building Expense | \$561,030.52 | \$0.00 | \$168,127.35 | \$0.00 | \$3,853.98 | \$733,011.85 |
| Library Materials | \$955,554.70 | \$0.00 | \$0.00 | \$0.00 | \$159.47 | \$955,714.17 |
| Reimbursable Expense | \$25,427.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$25,427.65 |
| Grant Expense | \$8,618.11 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,618.11 |
| Total Expenses | \$9,170,494.78 | \$0.00 | \$168,142.04 | \$0.00 | \$5,951.35 | \$9,344,588.17 |
| BEGINNING FUND BALANCE | \$5,084,093.28 | \$2,212,206.26 | \$4,135,250.84 | \$714,063.00 | \$570,518.78 | \$12,716,132.16 |
| NET SURPLUS/(DEFICIT) | (\$908,621.84) | \$0.00 | (\$102,479.57) | (\$336,670.00) | \$2,381.74 | (\$1,345,389.67) |
| ENDING FUND BALANCE | \$4,175,471.44 | \$2,212,206.26 | \$4,032,771.27 | \$377,393.00 | \$572,900.52 | \$11,370,742.49 |

Mount Prospect Public Library

Revenue Report

For the Period Ended 12/31/2022

| | M.T.D. Receipts | Y.T.D. Receipts | Budgeted Receipts | Uncollected Receipts | Percent Collected | Percent Uncollected |
|------------------------------|-----------------|-----------------|-------------------|----------------------|-------------------|---------------------|
| Library Fund | | | | | | |
| Property Taxes | \$2,341,025.66 | \$8,040,309.23 | \$10,182,663.00 | \$2,142,353.77 | 78.96% | 21.04% |
| Illinois Per Capita Grant | \$0.00 | \$83,856.70 | \$79,896.00 | (\$3,960.70) | 104.96% | (4.96%) |
| Interest Income | \$11,053.38 | \$62,224.80 | \$3,000.00 | (\$59,224.80) | 2,074.16% | (1,974.16%) |
| Fees | \$1,829.56 | \$25,714.88 | \$15,200.00 | (\$10,514.88) | 169.18% | (69.18%) |
| For Sale Items | \$34.00 | \$418.50 | \$399.00 | (\$19.50) | 104.89% | (4.89%) |
| Miscellaneous Income | \$0.55 | \$2,153.60 | \$1.00 | (\$2,152.60) | 215,360.00% | (215,260.00%) |
| Friends Reimbursement | \$3,558.59 | \$20,241.84 | \$0.00 | (\$20,241.84) | 0.00% | 0.00% |
| Foundation Reimbursement | \$1,146.00 | \$2,171.00 | \$0.00 | (\$2,171.00) | 0.00% | 0.00% |
| Village Reimbursement | \$776.10 | \$3,059.32 | \$0.00 | (\$3,059.32) | 0.00% | 0.00% |
| Grant Income | \$0.00 | \$21,723.07 | \$0.00 | (\$21,723.07) | 0.00% | 0.00% |
| Transfers In | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| Total Library Fund | \$2,359,423.84 | \$8,261,872.94 | \$10,281,159.00 | \$2,019,286.06 | 80.36% | 19.64% |
| Working Cash Fund | | | | | | |
| Property Taxes | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| Interest Income | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| Total Working Cash Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| Capital Projects Fund | | | | | | |
| Property Taxes | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| Interest Income | \$13,329.24 | \$65,662.47 | \$775.00 | (\$64,887.47) | 8,472.58% | (8,372.58%) |
| 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 | \$400,000.00 | \$400,000.00 | 0.00% | 100.00% |
| Total Capital Projects Fund | \$13,329.24 | \$65,662.47 | \$400,775.00 | \$335,112.53 | 16.38% | 83.62% |

Mount Prospect Public Library

Revenue Report

For the Period Ended 12/31/2022

| | M.T.D. Receipts | Y.T.D. Receipts | Budgeted Receipts | Uncollected Receipts | Percent Collected | Percent Uncollected |
|--------------------------|-----------------|-----------------|-------------------|----------------------|-------------------|---------------------|
| Debt Service Fund | | | | | | |
| Property Taxes | \$357,623.92 | \$1,222,365.31 | \$1,581,000.00 | \$358,634.69 | 77.32% | 22.68% |
| Interest Income | \$146.08 | \$19,832.62 | \$0.00 | (\$19,832.62) | 0.00% | 0.00% |
| Total Debt Service Fund | \$357,770.00 | \$1,242,197.93 | \$1,581,000.00 | \$338,802.07 | 0.00% | 0.00% |
| <u>Gift Fund</u> | | | | | | |
| Bank Interest | \$0.00 | \$103.45 | \$325.00 | \$221.55 | 31.83% | 68.17% |
| Miscellaneous Income | \$469.10 | \$6,554.64 | \$5,000.00 | (\$1,554.64) | 131.09% | (31.09%) |
| Donations | \$100.00 | \$1,675.00 | \$0.00 | (\$1,675.00) | 0.00% | 0.00% |
| Total Gift Fund | \$569.10 | \$8,333.09 | \$5,325.00 | (\$3,008.09) | 156.49% | (56.49%) |

Mount Prospect Public Library

Expense Report

For the Period Ended 12/31/2022

Library Fund

| | M.T.D. Expended | Y.T.D. Expended | Annual Budget | Budget Remaining | Percent Expended | Percent Remaining |
|-------------------------------|--------------------|--------------------|----------------|---------------------|---------------------|----------------------|
| Salaries & Benefits | | | | | | |
| Salaries | \$474,260.84 | \$5,468,832.97 | \$5,740,000.00 | \$271,167.03 | 95.28% | 4.72% |
| IMRF | \$35,407.83 | \$399,618.85 | \$425,000.00 | \$25,381.15 | 94.03% | 5.97% |
| MC/FICA | \$34,131.58 | \$394,291.16 | \$425,000.00 | \$30,708.84 | 92.77% | 7.23% |
| Medical Insurance | \$58,312.02 | \$733,911.48 | \$801,000.00 | \$67,088.52 | 91.62% | 8.38% |
| Life Insurance | \$149.35 | \$1,250.69 | \$1,500.00 | \$249.31 | 83.38% | 16.62% |
| Unemployment Compensation Tax | \$0.00 | \$21,554.38 | \$23,000.00 | \$1,445.62 | 93.71% | 6.29% |
| Total Salaries & Benefits | \$602,261.62 | \$7,019,459.53 | \$7,415,500.00 | \$396,040.47 | 94.66% | 5.34% |
| Management Expenses | | | | | | |
| Audit | \$0.00 | \$5,200.00 | \$5,200.00 | \$0.00 | 100.00% | 0.00% |
| Legal Fees | \$0.00 | \$2,388.00 | \$10,000.00 | \$7,612.00 | 23.88% | 76.12% |
| Printing | \$272.54 | \$63,413.42 | \$81,100.00 | \$17,686.58 | 78.19% | 21.81% |
| Marketing | \$2,030.23 | \$25,042.85 | \$35,370.00 | \$10,327.15 | 70.80% | 29.20% |
| Professional Dues | \$446.00 | \$11,425.00 | \$20,235.00 | \$8,810.00 | 56.46% | 43.54% |
| Board Development | \$0.00 | \$50.00 | \$2,500.00 | \$2,450.00 | 2.00% | 98.00% |
| Human Resources | \$6,597.77 | \$115,373.03 | \$146,189.00 | \$30,815.97 | 78.92% | 21.08% |
| Other Operating | \$5,155.08 | \$56,286.46 | \$105,325.00 | \$49,038.54 | 53.44% | 46.56% |
| Total Management Expenses | \$14,501.62 | \$279,178.76 | \$405,919.00 | \$126,740.24 | 68.78% | 31.22% |
| Operating Expenses | | | | | | |
| Telecommunications | \$3,103.01 | \$35,468.68 | \$35,950.00 | \$481.32 | 98.66% | 1.34% |
| Insurance | \$0.00 | \$101,046.00 | \$119,400.00 | \$18,354.00 | 84.63% | 15.37% |
| Office Supplies | \$1,796.70 | \$18,790.16 | \$22,574.00 | \$3,783.84 | 83.24% | 16.76% |
| Library Supplies | \$3,018.00 | \$13,264.75 | \$21,075.00 | \$7,810.25 | 62.94% | 37.06% |
| Postage | \$2,606.58 | \$21,778.74 | \$25,100.00 | \$3,321.26 | 86.77% | 13.23% |
| Contract Services | \$250.00 | \$30,582.77 | \$48,894.00 | \$18,311.23 | 62.55% | 37.45% |
| Software | \$13,183.73 | \$100,294.41 | \$67,257.00 | (\$33,037.41) | 149.12% | (49.12%) |
| Total Operating Expenses | \$23,958.02 | \$321,225.51 | \$340,250.00 | \$19,024.49 | 94.41% | 5.59% |

Mount Prospect Public Library Expense Report

For the Period Ended 12/31/2022

| | M.T.D. Expended | Y.T.D. Expended | Annual Budget | Budget Remaining | Percent Expended | Percent Remaining |
|-------------------------------|----------------------------|----------------------------|----------------------|-----------------------------|-----------------------------|------------------------------|
| Building Expenses | | | | | | |
| Building Maintenance | \$14,919.00 | \$167,860.91 | \$183,592.00 | \$15,731.09 | 91.43% | 8.57% |
| Hardware & System Maintenance | \$5,882.48 | \$118,983.05 | \$134,407.00 | \$15,423.95 | 88.52% | 11.48% |
| Janitorial | \$4,747.29 | \$61,269.81 | \$68,200.00 | \$6,930.19 | 89.84% | 10.16% |
| Equipment | \$18,591.17 | \$150,163.90 | \$192,350.00 | \$42,186.10 | 78.07% | 21.93% |
| Utilities | \$3,562.11 | \$62,752.85 | \$50,800.00 | (\$11,952.85) | 123.53% | (23.53%) |
| Total Building Expenses | \$47,702.05 | \$561,030.52 | \$629,349.00 | \$68,318.48 | 89.14% | 10.86% |
| Services and Resources | | | | | | |
| Adult Print | \$18,881.10 | \$186,835.46 | \$208,685.00 | \$21,849.54 | 89.53% | 10.47% |
| Adult AV | \$9,733.72 | \$56,377.94 | \$67,400.00 | \$11,022.06 | 83.65% | 16.35% |
| Youth Print | \$18,640.64 | \$133,389.31 | \$145,000.00 | \$11,610.69 | 91.99% | 8.01% |
| Youth AV | \$5,844.02 | \$36,069.43 | \$32,900.00 | (\$3,169.43) | 109.63% | (9.63%) |
| Magazines | \$597.05 | \$20,477.45 | \$18,500.00 | (\$1,977.45) | 110.69% | (10.69%) |
| Electronic Resources | \$2,441.85 | \$185,814.24 | \$178,475.00 | (\$7,339.24) | 104.11% | (4.11%) |
| Digital Media | \$10,036.91 | \$189,490.99 | \$204,620.00 | \$15,129.01 | 92.61% | 7.39% |
| E-Learning | \$0.00 | \$38,939.31 | \$43,437.00 | \$4,497.69 | 89.65% | 10.35% |
| Library of Things | \$3,726.72 | \$26,792.31 | \$29,250.00 | \$2,457.69 | 91.60% | 8.40% |
| Microform | \$0.00 | \$619.85 | \$900.00 | \$280.15 | 68.87% | 31.13% |
| Processing Supplies | \$7,168.38 | \$23,621.96 | \$25,350.00 | \$1,728.04 | 93.18% | 6.82% |
| Programs | \$5,378.49 | \$57,126.45 | \$71,315.00 | \$14,188.55 | 80.10% | 19.90% |
| Total Services and Resources | \$82,448.88 | \$955,554.70 | \$1,025,832.00 | \$70,277.30 | 93.15% | 6.85% |
| Transfers | | | | | | |
| | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 | 0.00% | 100.00% |
| Total Transfers | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 | 0.00% | 100.00% |

Mount Prospect Public Library Expense Report

For the Period Ended 12/31/2022

| | M.T.D. Expended | Y.T.D. Expended | Annual Budget | Budget Remaining | Percent Expended | Percent Remaining |
|--|----------------------------|----------------------------|----------------------|-----------------------------|-----------------------------|------------------------------|
| Sponsored Expenses | | | | | | |
| Foundation Expenses | \$898.84 | \$2,569.84 | \$9,675.00 | \$7,105.16 | 26.56% | 73.44% |
| Friends Expenses | \$3,180.48 | \$20,321.84 | \$23,500.00 | \$3,178.16 | 86.48% | 13.52% |
| Grant Expenses | \$0.00 | \$8,618.11 | \$0.00 | (\$8,618.11) | 0.00% | 0.00% |
| VOMP Expenses | \$269.38 | \$2,535.97 | \$3,183.00 | \$647.03 | 79.67% | 20.33% |
| Total Sponsored Expenses | \$4,348.70 | \$34,045.76 | \$36,358.00 | \$2,312.24 | 93.64% | 6.36% |
| Total Library Fund | \$775,220.89 | \$9,170,494.78 | \$10,253,208.00 | \$1,082,713.22 | 89.44% | 10.56% |
| Capital Project Fund | | | | | | |
| 400-6130-99 Bank & Credit Card Fees | \$0.00 | \$14.69 | \$0.00 | (\$14.69) | 0.00% | 0.00% |
| 400-6800-99 Building Maintenance - Service | \$9,845.00 | \$120,533.10 | \$52,416.00 | (\$68,117.10) | 229.95% | (129.95%) |
| 400-6805-99 Building Maintenance - South Branch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 400-6840-99 Equipment & Furnishings | \$0.00 | \$47,594.25 | \$508,560.00 | \$460,965.75 | 9.36% | 90.64% |
| 400-6845-99 Equipment & Furnishings - South Branch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 400-7000-99 Capital Outlay - South Branch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 400-7010-99 Capital Outlay | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 400-7810-99 Transfer to Gift Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 400-7820-99 Transfer to Library Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| Total Capital Project Fund | \$9,845.00 | \$168,142.04 | \$560,976.00 | \$392,833.96 | 29.97% | 70.03% |
| Debt Service Fund | | | | | | |
| 500-6120-99 Administrative Expenses | \$0.00 | \$450.00 | \$450.00 | \$0.00 | 100.00% | 0.00% |
| 500-6130-99 Bank & Credit Card Fees | \$0.00 | \$28,416.67 | \$31,000.00 | \$2,583.33 | 91.67% | 8.33% |
| 500-6180-99 Principal payment | \$0.00 | \$1,550,000.00 | \$1,550,000.00 | \$0.00 | 100.00% | 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 | \$1,578,866.67 | \$1,581,450.00 | \$2,583.33 | 99.84% | 0.16% |

Mount Prospect Public Library Expense Report

For the Period Ended 12/31/2022

| | | M.T.D. Expended | Y.T.D. Expended | Annual Budget | Budget Remaining | Percent Expended | Percent Remaining |
|-------------------------|----------------------------------|--------------------|--------------------|---------------|---------------------|---------------------|----------------------|
| <u>Gift Fund</u> | | | | | | | |
| 300-6840-99 | Equipment & Furnishings | \$0.00 | \$3,853.98 | \$0.00 | (\$3,853.98) | 0.00% | 0.00% |
| 300-7050-99 | Operating Expenses | \$0.00 | \$1,937.90 | \$0.00 | (\$1,937.90) | 0.00% | 0.00% |
| 300-7060-99 | Circulating Materials | \$0.00 | \$159.47 | \$1,000.00 | \$840.53 | 15.95% | 84.05% |
| 300-7070-99 | Art | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 300-7300-99 | Programs | \$0.00 | \$0.00 | \$4,075.00 | \$4,075.00 | 0.00% | 100.00% |
| 300-7800-99 | Transfer to Capital Project Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| 300-7820-99 | Transfer to Library Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% |
| Total Gift Fund | | \$0.00 | \$5,951.35 | \$5,075.00 | (\$876.35) | 117.27% | (17.27%) |

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 12/31/2022

| Date | Source | Amount |
|-------------|---|---------------|
| 12/01/2022 | AMAZON | 9.99 |
| 12/01/2022 | AMAZON | 16.58 |
| 12/01/2022 | AMAZON | 30.34 |
| 12/01/2022 | AMAZON | 31.14 |
| 12/01/2022 | CONFERENCE MEALS | 49.34 |
| 12/01/2022 | VISTAPRINT | 167.39 |
| 12/01/2022 | ZOOM | 180.00 |
| 12/01/2022 | POLISH BOOKSTORE | 212.83 |
| 12/01/2022 | OSMO | 237.00 |
| 12/01/2022 | Johnson Controls Payment Duplicated INV #3809 | 285.00 |
| 12/01/2022 | POLISH BOOKSTORE | 597.68 |
| 12/02/2022 | MIDWEST TAPE | 14.99 |
| 12/02/2022 | USPS | 19.80 |
| 12/02/2022 | AMAZON | 30.95 |
| 12/02/2022 | AMAZON | 34.47 |
| 12/02/2022 | JEWEL OSCO | 45.00 |
| 12/02/2022 | FAMILY ROOTS PUBLISH | 46.65 |
| 12/02/2022 | LORITO BOOKS | 51.90 |
| 12/02/2022 | FINDAWAY WORLD, LLC | 56.99 |
| 12/02/2022 | MENARDS | 59.90 |
| 12/02/2022 | D & Z HOUSE OF BOOKS | 59.92 |
| 12/02/2022 | CINTAS #22 | 75.51 |
| 12/02/2022 | INTERIOR TROPICAL GA | 120.00 |
| 12/02/2022 | ESTEVAN P. MONTANO | 200.00 |
| 12/02/2022 | MINIORANGE | 200.00 |
| 12/02/2022 | THE TEACHING COMPANY | 319.65 |
| 12/02/2022 | ACCURATE EMPLOYMENT | 339.19 |
| 12/02/2022 | LIBRARY IDEAS, LLC | 352.60 |
| 12/02/2022 | JOURNAL AND TOPICS | 415.00 |
| 12/02/2022 | FUN EXPRESS | 424.96 |
| 12/02/2022 | CHRIS FASCIONE | 450.00 |
| 12/02/2022 | MARK A. DVORAK | 450.00 |
| 12/02/2022 | AT&T | 538.77 |
| 12/02/2022 | TECHNOLOGY MANAGEMEN | 785.60 |
| 12/02/2022 | JIM GILL INC. | 1,000.00 |
| 12/02/2022 | CRIMSON MULTIMEDIA D | 1,221.88 |
| 12/02/2022 | INGRAM | 1,433.48 |
| 12/02/2022 | BAKER & TAYLOR, INC. | 8,051.11 |
| 12/02/2022 | OVERDRIVE, INC. | 9,898.20 |
| 12/04/2022 | APPLE.COM | 6.99 |
| 12/04/2022 | COSTCO | 7.51 |
| 12/04/2022 | AMAZON | 8.99 |
| 12/04/2022 | AMAZON | 8.99 |
| 12/04/2022 | AMAZON | 8.99 |
| 12/04/2022 | AMAZON | 8.99 |
| 12/04/2022 | DISNEY | 13.99 |

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 12/31/2022

| Date | Source | Amount |
|-------------|---|---------------|
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | DISNEY | 13.99 |
| 12/04/2022 | AMAZON | 17.51 |
| 12/04/2022 | NETFLIX | 19.99 |
| 12/04/2022 | NETFLIX | 19.99 |
| 12/04/2022 | NETFLIX | 19.99 |
| 12/04/2022 | NETFLIX | 19.99 |
| 12/04/2022 | NETFLIX | 19.99 |
| 12/04/2022 | NETFLIX | 19.99 |
| 12/04/2022 | ACORN TV | 69.99 |
| 12/04/2022 | AMAZON | 89.97 |
| 12/04/2022 | HBO | 149.99 |
| 12/04/2022 | AMAZON | 1,049.00 |
| 12/05/2022 | MICROSOFT | 6.60 |
| 12/05/2022 | AMAZON | 8.99 |
| 12/05/2022 | AMAZON | 8.99 |
| 12/05/2022 | AMAZON | 8.99 |
| 12/05/2022 | AMAZON | 45.58 |
| 12/05/2022 | VILLAGE OF MOUNT PRO | 1,306.50 |
| 12/06/2022 | AMAZON | 8.99 |
| 12/06/2022 | DISNEY | 13.99 |
| 12/06/2022 | LITTLE GREEN APPLE | 15.96 |
| 12/06/2022 | ROCKET GENIUS | 99.00 |
| 12/06/2022 | CRAINS CHICAGO | 169.00 |
| 12/06/2022 | CC | 557.30 |
| 12/07/2022 | DISCOVERY PLUS | 4.99 |
| 12/07/2022 | DISCOVERY PLUS | 4.99 |
| 12/07/2022 | DISCOVERY PLUS | 4.99 |
| 12/07/2022 | DISCOVERY PLUS | 4.99 |
| 12/07/2022 | DISCOVERY PLUS | 4.99 |
| 12/07/2022 | NETFLIX | 19.99 |
| 12/07/2022 | NETFLIX | 19.99 |
| 12/07/2022 | NETFLIX | 19.99 |
| 12/07/2022 | AMAZON | 60.99 |
| 12/07/2022 | Correct Shell Credit Card & Apply Payment on 12/07/2022 | 98.69 |
| 12/07/2022 | SHELL OIL COMPANY | 98.80 |
| 12/07/2022 | JEWEL OSCO | 135.00 |
| 12/07/2022 | EXPERT PAY CHILD SUP | 188.31 |

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 12/31/2022

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 12/08/2022 | DISCOVERY PLUS | 4.99 |
| 12/08/2022 | DISCOVERY PLUS | 4.99 |
| 12/08/2022 | DISCOVERY PLUS | 4.99 |
| 12/08/2022 | DISCOVERY PLUS | 4.99 |
| 12/08/2022 | DISCOVERY PLUS | 4.99 |
| 12/08/2022 | USPS | 9.90 |
| 12/08/2022 | BOARD GAME ARENA | 24.00 |
| 12/08/2022 | EBSCO RECEPTION ROOM | 28.00 |
| 12/08/2022 | AMAZON | 29.93 |
| 12/08/2022 | ACCURATE EMPLOYMENT | 75.26 |
| 12/08/2022 | TODAY'S BUSINESS SOL | 83.04 |
| 12/08/2022 | LECTORUM PUBLICATION | 97.95 |
| 12/08/2022 | MAD SCIENCE OF NORTH | 100.00 |
| 12/08/2022 | MOUNT PROSPECT PAINT | 115.77 |
| 12/08/2022 | AMAZON | 125.16 |
| 12/08/2022 | S&S Worldwide | 127.79 |
| 12/08/2022 | BOOK DEPOSITORY | 133.00 |
| 12/08/2022 | VARIETY VENDORS | 140.00 |
| 12/08/2022 | ANNE C RYAN | 150.00 |
| 12/08/2022 | CHRISTOPHER GEORGE | 150.00 |
| 12/08/2022 | W. W. GRAINGER, INC. | 160.38 |
| 12/08/2022 | PLASTIC LETTER & SIG | 162.00 |
| 12/08/2022 | ESTEVAN P. MONTANO | 200.00 |
| 12/08/2022 | TRAF | 240.00 |
| 12/08/2022 | LAUREN MILLIGAN | 250.00 |
| 12/08/2022 | AMERICAN LANDSCAPING | 284.00 |
| 12/08/2022 | TALEWISE, LLC | 300.00 |
| 12/08/2022 | WAREHOUSE DIRECT | 354.81 |
| 12/08/2022 | NOTHING BUNDT CAKES | 498.06 |
| 12/08/2022 | KANOPY, INC. | 529.00 |
| 12/08/2022 | FINDAWAY WORLD, LLC | 554.16 |
| 12/08/2022 | LIBRARY IDEAS, LLC | 811.26 |
| 12/08/2022 | NPN360 | 887.80 |
| 12/08/2022 | DEMCO | 901.32 |
| 12/08/2022 | CRIMSON MULTIMEDIA D | 951.49 |
| 12/08/2022 | AVANTI CAFFE & SANDW | 1,107.00 |
| 12/08/2022 | INGRAM | 1,760.30 |
| 12/08/2022 | CRYSTAL MANAGEMENT & | 2,980.00 |
| 12/08/2022 | OVERDRIVE, INC. | 3,847.83 |
| 12/08/2022 | MIDWEST TAPE | 4,264.72 |
| 12/08/2022 | AMAZON | 4,274.22 |
| 12/08/2022 | BAKER & TAYLOR, INC. | 6,435.89 |
| 12/08/2022 | DELL MARKETING L.P. | 25,981.36 |
| 12/08/2022 | Payroll 2022 | 51,466.39 |
| 12/08/2022 | Payroll 2022 | 132,539.05 |
| 12/09/2022 | AMAZON | 35.85 |

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 12/31/2022

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 12/09/2022 | MAD SCIENCE OF NORTH | 100.00 |
| 12/09/2022 | EMPLOYEE BENEFITS CO | 1,339.27 |
| 12/09/2022 | ICMA RETIREMENT TRUS | 7,448.33 |
| 12/10/2022 | REPUBLIC SERVICES #5 | 296.81 |
| 12/11/2022 | DISCOVERY PLUS | 4.99 |
| 12/11/2022 | AMAZON | 6.99 |
| 12/11/2022 | AMAZON | 13.19 |
| 12/11/2022 | WALL STREET JOURNAL | 54.99 |
| 12/11/2022 | PARAMOUNT+ | 74.99 |
| 12/11/2022 | BITLEY INC | 348.00 |
| 12/11/2022 | AT&T | 718.70 |
| 12/12/2022 | AMAZON | 9.49 |
| 12/12/2022 | AMAZON | 13.99 |
| 12/12/2022 | AMAZON | 14.84 |
| 12/12/2022 | AMAZON | 30.49 |
| 12/12/2022 | AMAZON | 32.99 |
| 12/12/2022 | AMAZON | 39.88 |
| 12/12/2022 | AMAZON | 98.00 |
| 12/12/2022 | AMAZON | 251.69 |
| 12/13/2022 | NETFLIX | 19.99 |
| 12/13/2022 | NETFLIX | 19.99 |
| 12/13/2022 | NETFLIX | 19.99 |
| 12/13/2022 | WRIST | 356.59 |
| 12/14/2022 | AMAZON | 8.99 |
| 12/14/2022 | AMAZON | 20.49 |
| 12/14/2022 | AMAZON | 29.99 |
| 12/14/2022 | FAMILY TREE MAGAZINE | 34.96 |
| 12/15/2022 | THRYV | 23.50 |
| 12/15/2022 | EMPLOYEE BENEFITS CO | 94.25 |
| 12/15/2022 | AT&T ACH | 207.82 |
| 12/15/2022 | AQUENT LLC | 320.00 |
| 12/15/2022 | ICMA RETIREMENT TRUS | 6,315.42 |
| 12/15/2022 | ADOBE | 9,628.86 |
| 12/16/2022 | CRIMSON MULTIMEDIA D | 45.12 |
| 12/16/2022 | AMAZON | 74.95 |
| 12/16/2022 | CINTAS #22 | 75.51 |
| 12/16/2022 | ANN TORRALBA | 100.00 |
| 12/16/2022 | AMAZON | 129.99 |
| 12/16/2022 | LACONI, INC. ADMIN S | 150.00 |
| 12/16/2022 | DEMCO | 340.86 |
| 12/16/2022 | INGRAM | 366.80 |
| 12/16/2022 | BANNERVILLE USA | 495.00 |
| 12/16/2022 | LIBRARY IDEAS, LLC | 539.31 |
| 12/16/2022 | KRUGEL COBBLES, INC | 750.00 |
| 12/16/2022 | BRUSKI UPHOLSTERING | 1,170.00 |
| 12/16/2022 | OVERDRIVE, INC. | 1,261.12 |

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

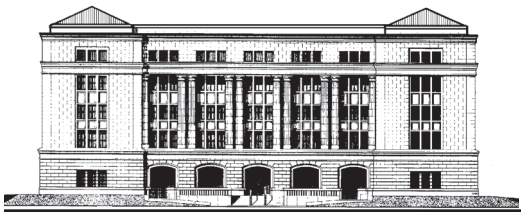
For the Period Ended 12/31/2022

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 12/16/2022 | FINDAWAY WORLD, LLC | 1,410.16 |
| 12/16/2022 | ADOBE | 2,161.31 |
| 12/16/2022 | B&H PHOTO | 2,759.83 |
| 12/16/2022 | BAKER & TAYLOR, INC. | 4,095.50 |
| 12/16/2022 | BIBLIOTHECA, LLC | 5,315.04 |
| 12/18/2022 | USPS | 9.90 |
| 12/18/2022 | IL STATE HISTORICAL | 75.00 |
| 12/18/2022 | COSTCO | 142.68 |
| 12/18/2022 | COMCAST CABLE | 184.90 |
| 12/19/2022 | SYNOLOGY C2 | 178.36 |
| 12/19/2022 | USPS | 506.10 |
| 12/19/2022 | STAPLES BUSINESS ADV | 571.71 |
| 12/19/2022 | AMAZON | 998.00 |
| 12/20/2022 | USPS | 9.90 |
| 12/20/2022 | DONOR SIGNS BY NICOL | 114.99 |
| 12/20/2022 | CHICAGO TRIBUNE | 207.92 |
| 12/20/2022 | VERIZON WIRELESS | 388.67 |
| 12/20/2022 | SCHOLASTIC, INC. | 2,927.82 |
| 12/21/2022 | USPS | 9.90 |
| 12/21/2022 | USPS | 9.90 |
| 12/21/2022 | AMAZON | 15.98 |
| 12/21/2022 | Payroll 2022 | 60,383.82 |
| 12/21/2022 | Payroll 2022 | 152,808.84 |
| 12/22/2022 | AMAZON | 23.00 |
| 12/22/2022 | STANLEY WODZIEN | 41.95 |
| 12/22/2022 | FINDAWAY WORLD, LLC | 49.99 |
| 12/22/2022 | MENARDS | 99.04 |
| 12/22/2022 | AQUENT LLC | 110.00 |
| 12/22/2022 | THE TEACHING COMPANY | 127.84 |
| 12/22/2022 | OVERDRIVE, INC. | 172.10 |
| 12/22/2022 | MIDWEST TAPE | 205.20 |
| 12/22/2022 | W. W. GRAINGER, INC. | 361.76 |
| 12/22/2022 | KENT ADHESIVE PRODUC | 387.36 |
| 12/22/2022 | COMPLETE TEMPERATURE | 398.00 |
| 12/22/2022 | DEMCO | 413.94 |
| 12/22/2022 | INGRAM | 492.99 |
| 12/22/2022 | GALE | 543.85 |
| 12/22/2022 | WAREHOUSE DIRECT | 662.57 |
| 12/22/2022 | HOMELESS TRAINING IN | 1,399.00 |
| 12/22/2022 | THOMSON REUTERS | 1,541.85 |
| 12/22/2022 | INGRAM | 1,750.57 |
| 12/22/2022 | COMBINED ROOFING SER | 2,531.84 |
| 12/22/2022 | BAKER & TAYLOR, INC. | 2,795.85 |
| 12/22/2022 | CONSTELLATION NEW EN | 2,813.61 |
| 12/22/2022 | IMPERIAL SURVEILLANC | 3,830.33 |
| 12/22/2022 | MIDWEST TAPE | 3,911.36 |

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges

For the Period Ended 12/31/2022

| Date | Source | Amount |
|-------------|----------------------|---------------|
| 12/22/2022 | ICMA RETIREMENT TRUS | 7,665.55 |
| 12/22/2022 | BAKER & TAYLOR, INC. | 9,709.84 |
| 12/22/2022 | INTEGRATED CONTROL T | 9,845.00 |
| 12/22/2022 | VILLAGE OF MOUNT PRO | 82,823.84 |
| 12/23/2022 | AMAZON | 8.99 |
| 12/23/2022 | SPOTIFY | 15.99 |
| 12/23/2022 | PADLET SOFTWARE | 24.00 |
| 12/23/2022 | BOB BOOKS PUBLICATIO | 98.97 |
| 12/23/2022 | EXPERT PAY CHILD SUP | 188.31 |
| 12/23/2022 | MT DISPLAYS LLC | 319.80 |
| 12/23/2022 | EMPLOYEE BENEFITS CO | 1,339.27 |
| 12/23/2022 | POSTMASTER | 2,031.18 |
| 12/28/2022 | PROPAY | 39.95 |
| 12/28/2022 | MICHAELS | 62.40 |
| 12/29/2022 | DAILY HERALD | 34.60 |
| 12/29/2022 | VUESCAN SOFTWARE | 99.95 |
| 12/29/2022 | VILLAGE OF MOUNT PRO | 112.00 |
| 12/29/2022 | SIGNS.COM | 123.11 |
| 12/29/2022 | VILLAGE OF MOUNT PRO | 54,180.15 |
| 12/30/2022 | BAKER & TAYLOR, INC. | 14.69 |
| 12/30/2022 | VILLAGE OF MOUNT PRO | 125.00 |
| 12/30/2022 | CAVENDISH SQUARE | 186.03 |
| 12/30/2022 | OVERDRIVE, INC. | 293.64 |
| 12/30/2022 | WAREHOUSE DIRECT | 340.74 |
| 12/30/2022 | TECHNOLOGY MANAGEMEN | 497.00 |
| 12/30/2022 | ZOHO Corporation | 645.84 |
| 12/30/2022 | CONSUMERS' CHECKBOOK | 900.00 |
| 12/30/2022 | IMAGE SYSTEMS & BUSI | 4,570.10 |
| 12/30/2022 | WEBLINX INCORPORATED | 4,860.00 |
| 12/30/2022 | AMAZON | 7,347.33 |
| 12/31/2022 | FRIENDS OF THE MPPL | 15.25 |
| 12/31/2022 | FRIENDS OF THE MPPL | 56.50 |
| | | <hr/> |
| | | \$ 758,345.18 |



JESSE WHITE • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 South Second Street, Springfield, IL 62701-1796
WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: Mount Prospect Public Library

Library's Control Number: 30480 **Branch Number:** 00 **Today's Date:** 11/18/2022

Contact information of the person completing this grant application:

Preparer's Name: Susan Reynders
(First Name) (Last Name)

Preparer's Title: Executive Director

Preparer's Phone Number: (847) 253-5675

Preparer's Email Address: sreynders@mppl.org

- ☒ By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population 56,852

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

All standards are met.

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

The library will write a succession plan focusing on library leadership and other key personnel, to be completed by the end of calendar year 2023.

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

The library is gradually working to make the salary and fringe benefit line up to 70% of the total operations budget.

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

All standards are met.

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

All standards are met.

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

All standards are met.

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

All standards are met.

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

All standards are met.

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

All standards are met.

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

All standards are met.

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

All standards are met.

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

The library is in the process of creating a new website that is ADA compliant, and it will launch in early 2023.

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

All standards are met.

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.

The library plans to use the grant to purchase materials for all ages, focusing on electronic resources.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30480 City: Mount Prospect

Library Name: Mount Prospect Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2021: \$ 79,896.33

Report on the use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Check the applicable standard(s) based on use of grant funds. For each chapter checked 1) briefly report how grant funds were used and 2) how this helped meet or make progress towards meeting the standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☐ Personnel — Chapter 3

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ Safety — Chapter 6

☒ Collection Management — Chapter 7

In 2021 we spent \$101,488 on Overdrive Advantage titles. We are allocating the full grant of \$79,896.33 to these purchases. This helps us meet the goal of spending 8-12% of our operating budget on materials, as well as complement our print collection by purchasing electronic materials.

☐ System Member Responsibilities and Resource Sharing — Chapter 8

☐ Public Services: Reference and Reader's Advisory — Chapter 9

☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13

December 2022

Youth Services

- 1) Teddy Bear Walk came back in person this year! We had 131 participants, and kids had some fun interactions with Santa and Mrs. Claus. One child asked Santa where the reindeer were since Santa rode the fire truck. A parent shared with desk staff that their child said, "I have seen the Easter Bunny and they were NOT real, but that was the REAL Santa!"
- 2) One of our December Crafts-to-go was a Gingerbread House. We handed out 175 kits, and it was very popular with patrons. On Saturday, December 11, one mom and daughter came into the library with the daughter's completed paper bag gingerbread house and said that her daughter slept with the house the night before.
- 3) On Wednesday, December 21, a young patron and her mother came to the desk. The girl had created a map of the library for a school assignment, and she wanted to show it to us. With her permission, we took a picture. Staff loved seeing the layout of the Youth Services Department and wondered if she should handle our remodel.
- 4) In 2022, 791 Dial-A-Story calls were made to this service, which was a 154% increase from the 311 calls in 2021.



South Branch & Community Engagement

- 1) Families had their portraits taken in front of our wintery backdrop and received the digital files of the photos to print at home. This was a very popular program that filled up quickly and received a lot of positive feedback. We plan to host the program again next year with more appointment slots.
- 2) We participated in the Village of Human Services Holiday Program on December 17. Approximately 100 families were registered for the event at which they received a bag of food, a toy from Santa, and a book from the library. There were familiar faces from South Branch, and it was nice to connect with them at this festive event.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

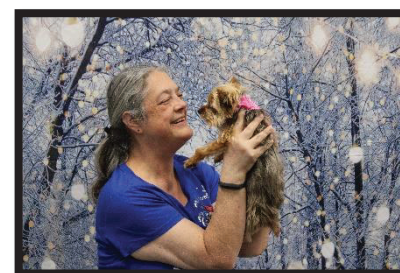
- 3) Teen Volunteers numbered and decorated the food giveaway bags for distribution at the Holiday Program. They also put "A Gift from the Mount Prospect Library" stickers in giveaway books.
- 4) We received a lovely comment card from a patron who was very grateful for the help she received from the South Branch staff. She commented that "employees here are the greatest: caring, patient, knowledgeable, customer-friendly."



Research

- 1) We received additional equipment for the Mac Studio workstations, including conversion devices for Super8/8mm film, vinyl records, audio tapes, and slides. We also added a large monitor for technology training and promotion as well as purchased multiple Adobe Creative Suite licenses for the circulating laptops.
- 2) We could not accommodate 74 patrons who asked for study room reservations in December. This is the highest number of "turnaways" since we began keeping this statistic in June. Prospect High School's finals week, December 19-22, was particularly busy.
- 3) Research presented a record number of adult programs this past year. As the table below indicates, we have significantly increased our programming offerings since before the pandemic, while average attendance tends to fluctuate.

| Year | Number of Programs | Total Attendance | Average Attendance per Program |
|------|--------------------|------------------|--------------------------------|
| 2022 | 124 | 2092 | 17 |
| 2021 | 122 | 2751 | 23 |
| 2020 | 61 | 790 | 13 |
| 2019 | 82 | 1262 | 15 |
| 2018 | 59 | 1463 | 25 |



Fiction/AV/Teen

- 1) 52 patrons competed in our first "Jigsaw Puzzle Competition," preceded by a well-received puzzle exchange attended by over 100 patrons. Response to both events was overwhelmingly positive, as illustrated by this comment: "Last night's puzzle competition was a blast!! Congrats to the gals that organized and ran the fun filled event. Hope you will continue to offer this in the future."
- 2) The semi-annual Exam Cram returned to the pre-pandemic mode of offering study snacks and water alongside the ever-popular stress brain squeeze toys.
- 3) One of our best-attended onsite programs of the year was the "Holiday Concert with The Harmonaires" with 62 attendees.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Registration

- 1) We have six new library card designs to choose from, and they will be available beginning in January 2023.
- 2) We had 13 public meeting room rentals in December, bringing the total number of public rentals in 2022 to 84. This is very close to the number of rentals we had pre-pandemic, so it's fun to see things going back to "normal."
- 3) We got a sweet compliment from a patron who called to register for a program. She said she loves to call the library because we are always so nice and helpful, answer whatever questions she has, and never feels like she is annoying us.

Circulation

- 1) Total circulation for 2022 was 992,000, which is the highest since 2015.
- 2) December took the record for highest number of checkouts at the 24/7 Hold Lockers with 1,919 items. Usage has steadily increased every month since the expansion arrived in August, with 15,784 items having been checked out in the entirety of 2022.
- 3) The board games continue to be very popular, with one family sharing their excitement as they checked out, excited to have new games to try out during their regular family game nights.

Building & Security

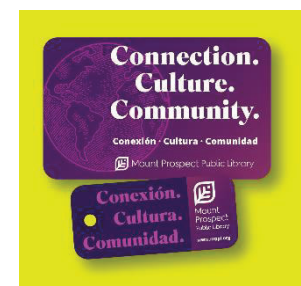
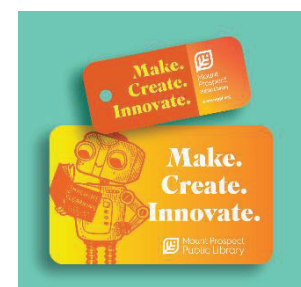
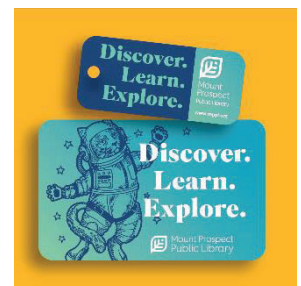
- 1) We contracted with Johnson Controls to upgrade the CPU for our fire alarm system and installed two new smoke detectors which were an added requirement.
- 2) The main water valve for the lawn irrigation system failed and was replaced. This required that all water for the entire facility was shut off and the lines drained. The work was completed early, before staff and patrons were in the building.

Collection & Bibliographic Services

- 1) We rolled out two Rokus for the Lucky Day collection at the Main Library, and they circulate constantly. With Rokus being in such high demand, patrons who manage to get one truly are "lucky."

Marketing

- 1) The December e-newsletter averaged a 42% open rate. The highest click-through (24%) was the Foundation-sponsored "Holiday Concert with The Harmonaires," followed by the announcement of the expanded Library of Things collection which now includes board games.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) In mid-December our marketing request system, Robohead, officially launched. We are training all staff who will use it to request marketing and promotional materials, and so far, it's been working well.
- 3) December brought us 20 new Facebook page likes and 23 new Instagram subscribers. Our most popular content was about our updated hours, letters to Santa, and the Harmonaires Concert.

Human Resources & Learning

- 1) Number of open positions: 2
 - a. Marketing Assistant (PT); Youth Programming Librarian (FT)
- 2) Number of vacant positions filled: 2
 - a. Benefits Coordinator (PT); South Branch Patron Assistant (PT)
- 3) Number of separations: 4
- 4) Staff anniversaries: Michael Helenick, Security Officer: 5 years
- 5) Above and Beyond Award: Dan Criscione, Joe Graska, Mary Siarkiewicz

Information Technology

- 1) An update to the S3W scheduling application was installed to increase security and reliability.
- 2) We fine-tuned the multifactor authentication configuration to use with VPN that did not require use of a mobile app.

Friends of the Mount Prospect Public Library

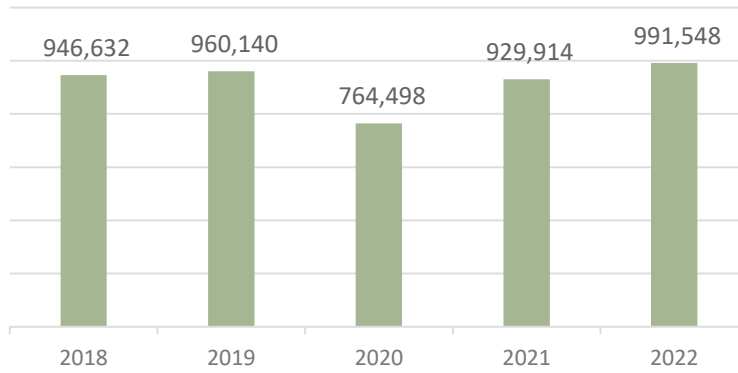
- 1) The Friends are preparing for the January 14-15 sale and are soliciting volunteers.
- 2) In 2023, book sales will continue as 2-day sales instead of the 3-day sales that were in place pre-pandemic.

Mount Prospect Public Library Foundation

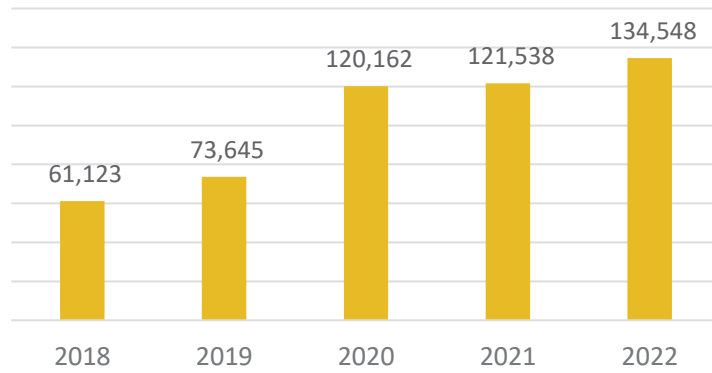
- 1) The Foundation Board did not meet in December.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

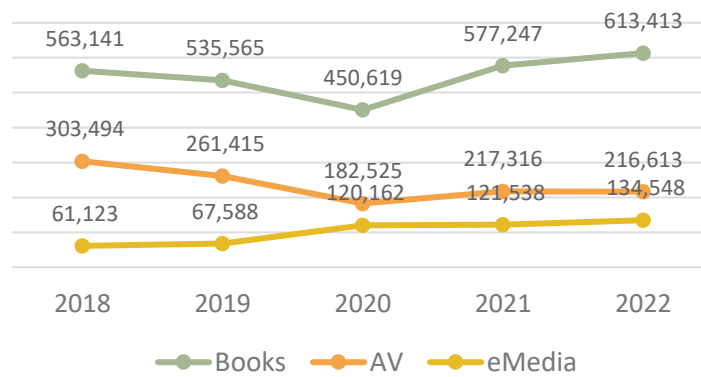
Overall Circulation YTD



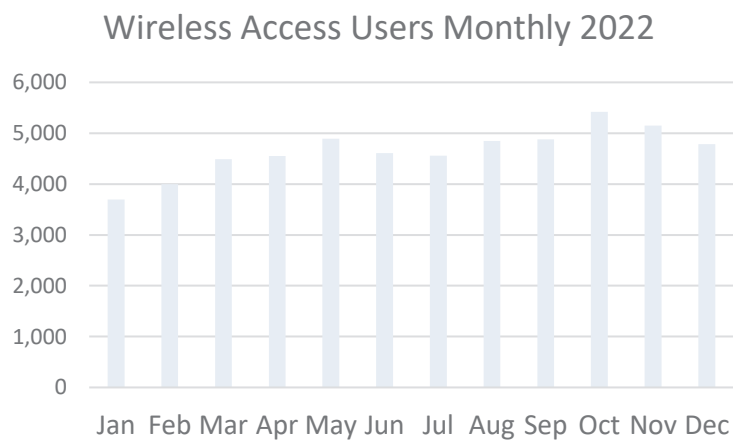
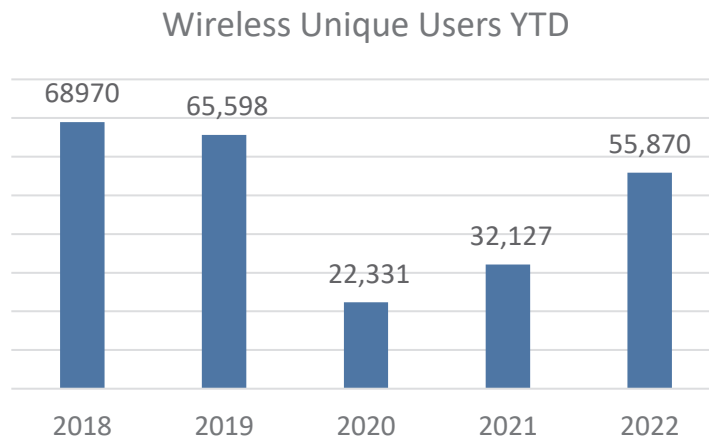
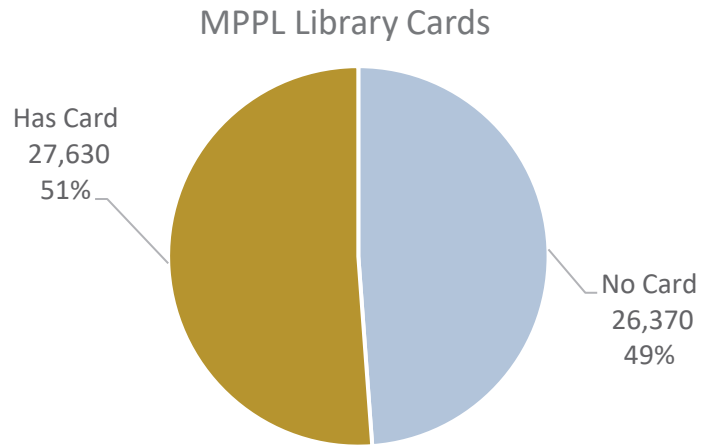
eMedia Circulation YTD



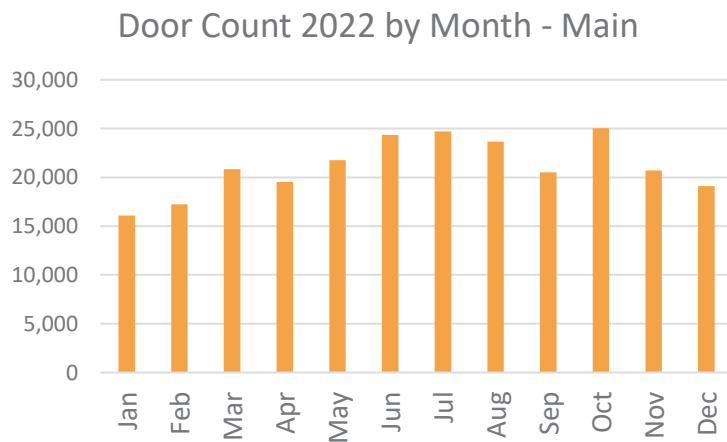
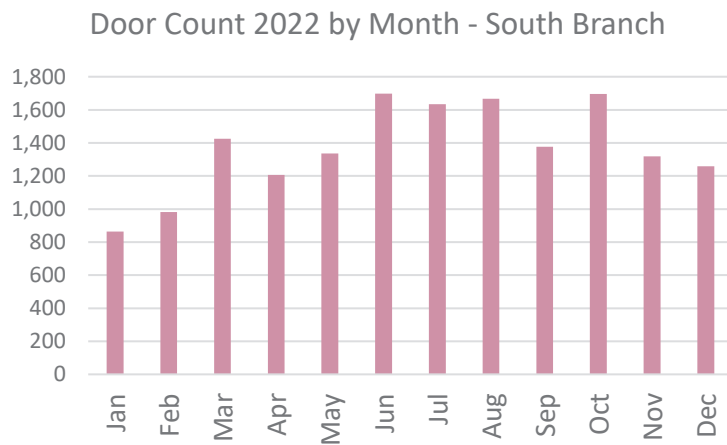
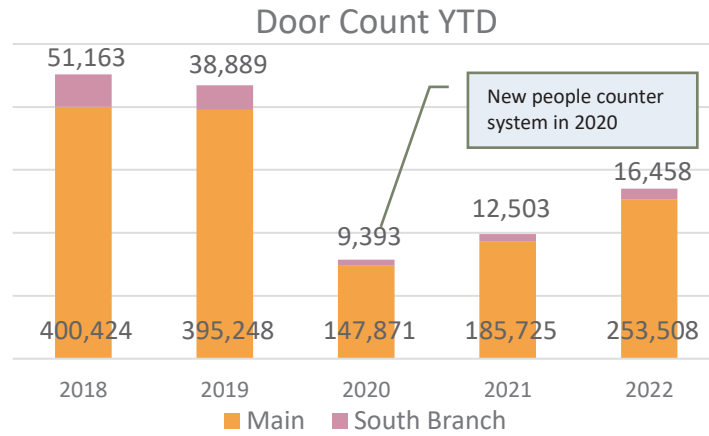
Circulation by Type



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Monthly Library Report for Board of Trustees

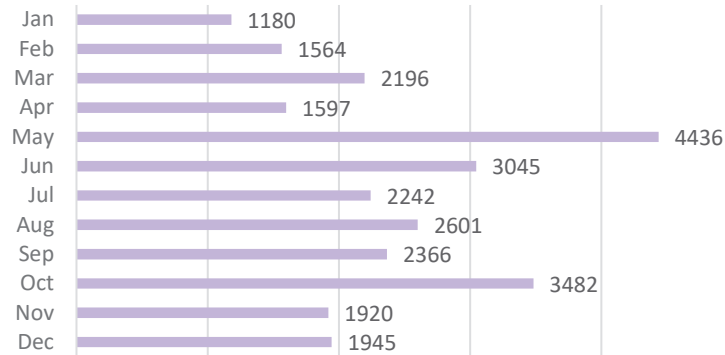


Mount Prospect Public Library Monthly Library Report for Board of Trustees

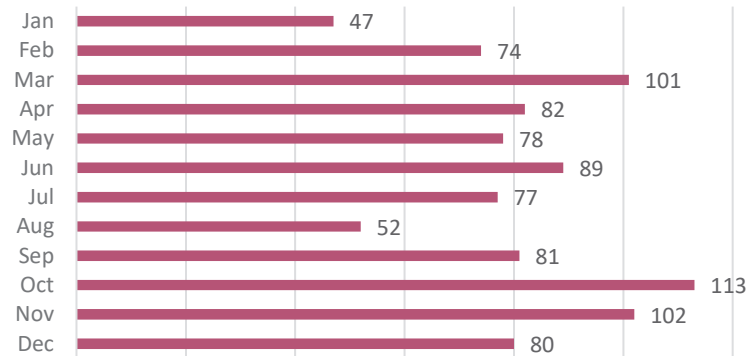


Mount Prospect Public Library Monthly Library Report for Board of Trustees

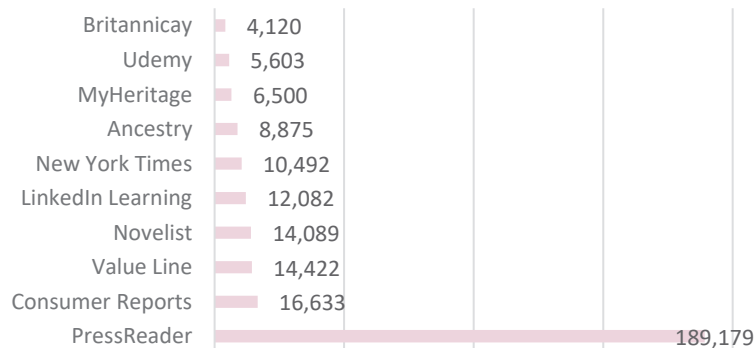
Program Attendance 2022 by Month



Number of Programs 2022 by Month

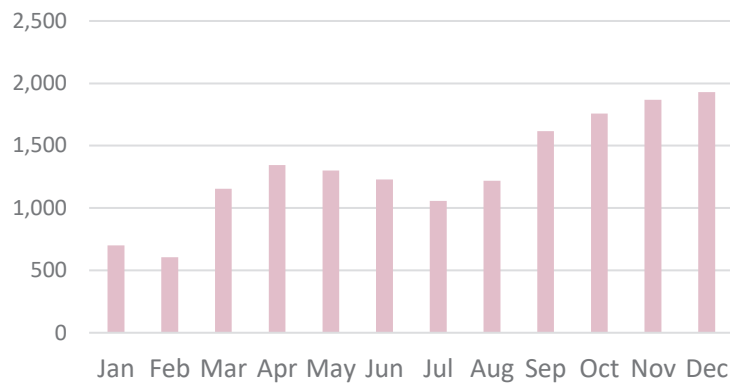


2022 Top 10 Databases

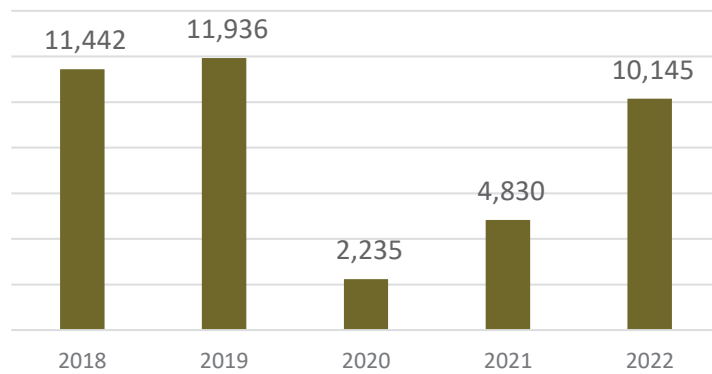


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

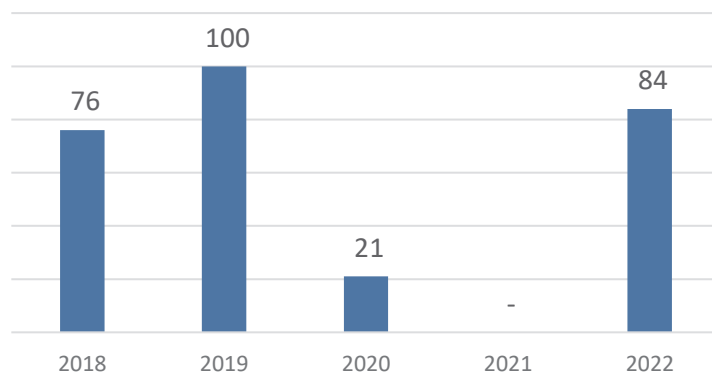
Locker Usage Monthly 2022



Study Room Usage



Meeting Room Usage by Public



December 2022 Strategic Plan Progress Report

Items Completed in December 2022

1. **Evaluate Joining a Consortium (C1A).** Evaluate joining a resource-sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.
 - a. The Board approved joining CCS at the December meeting. CCS approved MPPL membership on January 11. Migration activities will start in January 2024 and go live will be around October 2024.
2. **Marketing Department Assessment. (OCA2, OCA3).** Conduct a departmental assessment, including divisions of responsibility and workload. Evaluate Marketing staffing and resources and adjust to meet the identified needs of the library, including revising processes and procedures as necessary.
 - a. We held a departmental retreat in August, and the results were:
 - i. Renamed department from Communications & Creative Services to Marketing to make it easier to understand as a more standard industry term.
 - ii. We restructured the department and promoted Emme Guest, the previous Content Creator to Creative Services Manager. This new position will supervise the Graphic Artists and be responsible for maintaining the brand, coordinating marketing requests, and identifying/implementing library-wide campaigns.
 - iii. We filled the long-open position that was previously a Communications Director with a Marketing Assistant, who will be better situated to provide the type of support the department needs.
 - iv. Implemented a new project management system, Robohead, that streamlines, consolidates, and automates work requested by other library staff.
 - b. All of this work sets the department up to begin working on a Marketing Plan, improved patron awareness, evergreen service offering materials, library card campaigns, and other goals as listed in the Strategic Plan.
3. **Digital Media Lab (C2C).** Create a limited Digital Media Lab at Main Library that includes some makerspace elements.
 - a. We received additional equipment for the Mac Studio workstations, including conversion devices for Super8/8mm film, vinyl records, audio tapes, and slides. We also added a large monitor for technology training and promotion as well as purchased multiple Adobe Creative Suite licenses for the circulating laptops.

Mount Prospect Public Library
2022-2025 Strategic Plan Implementation Progress

- b. As part of the master planning process, we are considering having a dedicated space for a more proper Digital Media Lab, but the primary goal as listed in the Strategic Plan has been completed.

Selected In Progress Items

1. **Increase Adult Program Coordination (B2B); Evaluate and Improve Adult Programs (B2A).** Increase the coordination of adult programs across MPPL departments. Evaluate current adult programming and incorporate new ideas from the strategic planning results.
 - a. We are taking advantage of an open position in Fiction/AV/Teen and restructuring it to include adult program coordination with the Research Department. Part of the new responsibilities will be to create an adult programming framework that includes targets for audiences, topics, tracks, formats, quantity, and attendance, among others. This position (Lead Programming Coordinator) has been posted, and we hope to hire soon.

MPPL Strategic Plan 6-Month Status: December 2022

