

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

Regular Board Meeting
November 17, 2022 7:00 p.m.
Meeting Room B

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
This is an opportunity for the public to comment briefly on matters included on the agenda or of interest to, and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes. Length of public comment will be a maximum thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Recognition of Staff and Volunteers**
 - a. Proclamation – Recognition of significant employee anniversaries **(4)**
 - b. Proclamation – Recognition of library volunteers **(5)**
6. **Consent Agenda (Action)**
 - a. Minutes of Regular Board Meeting of October 20, 2022 **(6-8)**
 - b. Minutes of Committee of the Whole Meeting of November 3, 2022 **(9)**
 - c. October 2022 Bills **(10)** and Financial Reports **(12-25)**
 - d. Proclamation – Recognition of significant employee anniversaries
 - e. Proclamation – Recognition of library volunteers
 - f. Award bid for Building Automation Retrofit to Integrated Control Technologies at a cost of \$550,000
7. **New Business**
 - a. Review of Consortium Recommendation **(26-48)**
 - b. Review of Personnel Policy Updates **(49-73)**
8. **Executive Director Report (3)**
 - a. October 2022 Library Activity Report **(74-84)**
 - b. Strategic Plan Update **(85)**
9. **Trustee Reports and Comments**

10. Closed Session (86)

As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes [and recordings] of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

11. Reconvene Open Session

Make any determinations resulting from the closed session.

12. Upcoming Meetings and Events Calendar

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

13. Adjournment

Mount Prospect Public Library
Board of Trustees

**Library Director Report
November 17, 2022**

1. **Recognition of Staff and Volunteer Significant Anniversaries.** This is agenda item 5. Each November we take a moment at the board meeting to publicly recognize staff and volunteers for significant anniversaries for the calendar year.
2. **Consent Agenda.** This is agenda item 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. **Bid for Building Automation Retrofit.** This project is the replacement of the HVAC control system, and is included in the approved 2022 budget, using funds from the Capital Projects Fund. We completed a formal bid process and recommend awarding the bid to Integrated Control Technologies at a cost of \$550,000.
3. **Review of Consortium Recommendation.** This is agenda item 7a. Included in the board packet is a recommendation regarding joining a catalog consortium, as directed by the strategic plan. I ask that the board discuss the recommendation at the November 17 meeting and be prepared to make a decision at the December 15 meeting.
4. **Review of Personnel Policy Updates.** This is agenda item 7b. As previously mentioned at the September 1 Finance Committee meeting, we are recommending some updates to a few of our personnel policies. There are three primary reasons why we are recommending these updates:
 - a. To streamline and standardize language and operations to make it easier for staff to understand and HR to implement.
 - b. To reflect the current environment, including updates to address new laws.
 - c. To support recruitment and retention by identifying additional staff benefits that do not significantly impact the budget or library operations.

Included in the packet is a summary of the changes followed by the redlined policy documents. I ask that the board review these recommendations and be prepared to amend/approve at the December 15 meeting.

5. **Closed Session to Review Previously Closed Minutes and Recordings.** This is agenda item 10. Twice a year we review the written minutes and audio recordings of previously closed sessions. Included in the packet is a list of the meetings to review and a recommendation from Vice President Bass on approving and releasing.

Mount Prospect Public Library
Board of Trustees

Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library employees as integral to the goals of the library; and

WHEREAS, the Board of Trustees appreciates the dedication of staff; and

WHEREAS, as a means to publicly honor and recognize individuals who celebrated significant employment anniversaries during 2022; and

THEREFORE, be it now resolved that on the 17th day of November 2022, the Board of Trustees publicly thank the following staff for their hard work and congratulate them on their years of employment with the Mount Prospect Public Library:

Thirty-Five Years	Michelle Vonderhaar
Twenty-Five Years	Steve Browne
	Carolyn Zintak
Twenty Years	Patricia Chester
	Beth Corrigan-Buchen
	Eva Kalbarczyk
	Shang Liu
	Patricia Schwarzkopf
Fifteen Years	Christopher Amling
	Lea Ballarino
	Elizabeth Morrissey
Ten Years	Laura Bos
Five Years	Jong Alabado Jr.
	Katie Duncan
	Michael Helenick
	Andrea Johnson
	Aidan Malony
	Marie Voss

Michael Duebner, President
Mount Prospect Public Library
Board of Trustees

Mount Prospect Public Library
Board of Trustees

Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library department volunteers as integral to the goals of the library; and

WHEREAS, the Board of Trustees appreciates the dedication of those volunteers; and

WHEREAS, as a means to publicly honor and recognize these individuals; and

THEREFORE, be it now resolved that on the 17th day of November 2022, the Board of Trustees publicly thank the following volunteer for their diligent work and willingness to give time in their busy lives to the Mount Prospect Public Library:

5 Years

Cheryl Costello

Michael Duebner, President
Mount Prospect Public Library
Board of Trustees

**Regular Board Meeting
October 20, 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 7:00 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: Karen Almeleh, Anne Belden, Jo Broszczak, Tom Garvin, Christine McKinley, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

No report.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of September 15, 2022
- b. Minutes of Personnel Committee Meeting of October 6, 2022
- c. September 2022 Bills and Financial Reports
- d. Approve 2023 Library Hours and Holidays
- e. Approve Executive Director salary of \$139,640 effective January 1, 2023 per the recommendation of the Personnel Committee
- f. Award bid for Building Automation Retrofit (vendor and amount will be provided at the meeting)

President Duebner recommended to remove Agenda Item d from the Consent Agenda for a separate discussion and Agenda Item f be removed since the information was not available at this time and the Board agreed.

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

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

The Board discussed the 2023 Library Hours and Holidays. Trustees agreed on the updated weekend hours and additional holiday closure; to close at 5:00 p.m. on Thanksgiving Eve.

Motion was made by Trustee Fulk and seconded by Trustee Bass to approve the MPPL Hours and to close at 5:00 p.m. on Thanksgiving Eve as presented. Voice vote carried.

6. Third Quarter Financial Review

Finance Director Christine McKinley reviewed the third quarter of 2022 revenue and expenditures and answered questions. She reported that the second installment Cook County property tax bills are expected to arrive around Thanksgiving with an estimated due date of December 31, 2022. Christine noted that the library is in a good financial position.

7. Executive Director Report

Trustees reviewed the Standards for Illinois Public Libraries checklists as part of the Per Capita Grant requirements. Deputy Director Anne Belden stated we meet the majority of these standards, and work has begun on the few areas that the library does not meet.

Anne Belden reported that all staff have had the opportunity to provide feedback to the architects on the Master Facility Plan project. She mentioned that the Board will have the opportunity to provide their input at the November 3 Committee of the Whole meeting.

8. Trustee Reports and Comments

Trustee Groenwald attended the Foundation Board meeting on September 26 and reported that the Foundation is holding a fall raffle. The Foundation Board discussed bringing back the Mini Golf event in 2023.

9. Upcoming Meetings and Events Calendar

- a. October 24 – Foundation Board Meeting – Sylvia Haas
- b. November 1, 7:00 p.m. – Village Final Levy Reading
- c. November 3, 7:00 p.m. – Committee of the Whole Meeting – Master Facility Plan
- d. November 4 – Library Closed for Staff In-Service Day
- e. November 15, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
- f. November 17, 7:00 p.m. – Regular Board Meeting

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

- i. Recognize significant employee and volunteer anniversaries
- ii. Approve Per Capita Grant application
- iii. Review resource-sharing consortium recommendation
- iv. Review of Personnel Policies
- v. Review of closed meeting minutes and recordings
- g. November 28 – Foundation Board Meeting – Open
- h. December 1– Committee of the Whole Meeting – Cancelled

Trustee Groenwald volunteered to attend the November 1 Village Final Levy Reading. Trustee O'Sullivan volunteered to accept the Teddy Bear Walk proclamation at the November 15 Village Board meeting.

10. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 7:43 p.m. Voice vote carried.

Kristine O'Sullivan, Secretary

**Committee of the Whole Meeting
November 3, 2022
Minutes**

1. Call to Order

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

2. Roll Call

Present: Marie Bass, Michael Duebner, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Anne Belden, Su Reynders
Visitors: Tiffany Nash, Dan Pohrte

3. Public Comment

There was no public comment.

4. Master Facility Plan – Product Architecture + Design

Tiffany Nash and Dan Pohrte with Product Architecture + Design led a discussion and gathered input from the Board on the Master Facility Plan project.

5. Upcoming Meetings and Events Calendar

- a. November 17, 7:00 p.m. – Regular Board Meeting
 - i. Recognize significant employee and volunteer anniversaries
 - ii. Approve Per Capita Grant application
 - iii. Review resource-sharing consortium recommendation
 - iv. Review of Personnel Code Policies
 - v. Review of closed session minutes and recordings
- b. November 28 – Foundation Board Meeting – Open
- c. December 1 – Committee of the Whole Meeting – Cancelled

6. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Bass to adjourn the Committee of the Whole 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 OCTOBER 31, 2022

Library General Fund	\$	3,270,671
Working Cash Fund	\$	2,212,206
Capital Projects Restricted Fund	\$	4,018,896
Debt Service Fund	\$	1,567,873
Gift Fund	\$	571,745
Total All Funds	\$	11,641,391

Cash Disbursements October 2022

\$	573,136.56
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Financial Summary

Fund Balances

Combined Balance Library & Working Cash Funds	\$	5,482,877
Annual Operating Budget 2022	\$	9,816,850
Combined Balance - Months in Reserve		6.7
Combined Balance - Percentage in Reserve		56%

YTD October Spending

- * \$515,593.34 below the year-to-date budget
- * YTD Actual is 6.3% below YTD budget

Percent of Full Year Budget Spent to date

- * YTD expected to spend 83.3% of the annual budget
- * Spending to date was actually closer to 78.1% of the annual budget
- * Last year we had expended about 77.4% of the annual budget

Levy Collection

- * To date 53.4% of the total 2021 Levy has been collected
- * Last year 97.2% of the 2020 Levy had been collected through October 2021
- * Historically, over the past six years, 53.4% to 98.7% (average of 97.9%) of the current year Levy has been collected YTD

YEAR TO DATE OCTOBER 2022 EXPENSE SUMMARY

	Annual <u>Budget</u>	Budget % <u>to Total</u>	YTD <u>Budget</u>	Budget % <u>to Total</u>	YTD <u>Actual</u>	% of Budget <u>Expended</u>	Unexpended <u>Budget</u>	YTD Variance - Actual vs Budget	
								\$	%
Salaries & Benefits	7,415,500.00	75.5%	6,179,590.00	75.5%	5,862,554.75	79.1%	1,552,945.25	(317,035.25)	-5.1%
Salaries	5,740,000.00		4,783,330.00		4,563,562.81	79.5%	1,176,437.19	(219,767.19)	-4.6%
IMRF	425,000.00		354,170.00		331,996.20	78.1%	93,003.80	(22,173.80)	-6.3%
MC / FICA	425,000.00		354,170.00		329,290.58	77.5%	95,709.42	(24,879.42)	-7.0%
Insurance - Medical	801,000.00		667,500.00		617,491.53	77.1%	183,508.47	(50,008.47)	-7.5%
Insurance - Life	1,500.00		1,250.00		1,018.02	67.9%	481.98	(231.98)	-18.6%
Unemployment Compensation Tax	23,000.00		19,170.00		19,195.61	83.5%	3,804.39	25.61	0.1%
Management Expense	406,244.00		338,540.00		254,550.56	62.7%	151,693.44	(83,989.44)	-24.8%
Audit	5,200.00		4,330.00		5,200.00	100.0%	0.00	870.00	20.1%
Legal Fees	10,000.00		8,330.00		2,388.00	23.9%	7,612.00	(5,942.00)	-71.3%
Printing	81,100.00		67,590.00		63,140.88	77.9%	17,959.12	(4,449.12)	-6.6%
Marketing	35,150.00		29,300.00		19,060.87	54.2%	16,089.13	(10,239.13)	-34.9%
Resources	11,409.00		9,510.00		401.88	3.5%	11,007.12	(9,108.12)	-95.8%
Professional Dues	20,235.00		16,860.00		10,979.00	54.3%	9,256.00	(5,881.00)	-34.9%
Board Development/Training	2,500.00		2,080.00		50.00	2.0%	2,450.00	(2,030.00)	-97.6%
Human Resources	135,325.00		112,760.00		102,403.42	75.7%	32,921.58	(10,356.58)	-9.2%
Other Operating	105,325.00		87,780.00		50,926.51	48.4%	54,398.49	(36,853.49)	-42.0%
Operating Expenses	339,925.00		283,290.00		289,036.64	85.0%	50,888.36	5,746.64	2.0%
Telecommunications	35,950.00		29,970.00		30,307.59	84.3%	5,642.41	337.59	1.1%
Insurance	119,400.00		99,500.00		101,046.00	84.6%	18,354.00	1,546.00	1.6%
Office Supplies	22,574.00		18,810.00		16,628.36	73.7%	5,945.64	(2,181.64)	-11.6%
Library Supplies	20,750.00		17,300.00		9,666.53	46.6%	11,083.47	(7,633.47)	-44.1%
Postage	25,100.00		20,920.00		18,536.91	73.9%	6,563.09	(2,383.09)	-11.4%
Contract Services	48,894.00		40,750.00		30,312.77	62.0%	18,581.23	(10,437.23)	-25.6%
IT Services	67,257.00		56,040.00		82,538.48	122.7%	(15,281.48)	26,498.48	47.3%
Building Expense	629,349.00		524,460.0		444,205.51	70.6%	185,143.49	(80,254.49)	-15.3%
Building Maintenance	183,592.00		152,990.00		127,752.80	69.6%	55,839.20	(25,237.20)	-16.5%
Equipment Maintenance	134,407.00		112,010.00		102,515.35	76.3%	31,891.65	(9,494.65)	-8.5%
Janitorial	68,200.00		56,830.00		52,298.58	76.7%	15,901.42	(4,531.42)	-8.0%
Equipment	192,350.00		160,300.00		106,107.79	55.2%	86,242.21	(54,192.21)	-33.8%
Utilities	50,800.00		42,330.00		55,530.99	109.3%	(4,730.99)	13,200.99	31.2%
Library Materials	1,025,832.00		854,870.00		815,921.57	79.5%	209,910.43	(38,948.43)	-4.6%
Adult Print	208,685.00		173,900.00		157,157.82	75.3%	51,527.18	(16,742.18)	-9.6%
Adult AV	67,400.00		56,160.00		41,654.70	61.8%	25,745.30	(14,505.30)	-25.8%
Youth Print	145,000.00		120,840.00		103,321.29	71.3%	41,678.71	(17,518.71)	-14.5%
Youth AV	32,900.00		27,410.00		26,239.49	79.8%	6,660.51	(1,170.51)	-4.3%
Serials	18,500.00		15,410.00		19,366.99	104.7%	(866.99)	3,956.99	25.7%
Electronic Resources	178,475.00		148,730.00		179,148.04	100.4%	(673.04)	30,418.04	20.5%
Digital Media	204,620.00		170,520.00		165,179.05	80.7%	39,440.95	(5,340.95)	-3.1%
E-Learning	43,437.00		36,200.00		38,939.31	89.6%	4,497.69	2,739.31	7.6%
Library of Things	29,250.00		24,380.00		22,594.98	77.2%	6,655.02	(1,785.02)	-7.3%
Microform	900.00		750.00		619.85	68.9%	280.15	(130.15)	-17.4%
Processing	25,350.00		21,130.00		15,733.40	62.1%	9,616.60	(5,396.60)	-25.5%
Programs	71,315.00		59,440.00		45,966.65	64.5%	25,348.35	(13,473.35)	-22.7%
Subtotal	9,816,850.00	100.0%	8,180,750.00	100.0%	7,666,269.03	78.1%	2,150,580.97	(514,480.97)	-6.3%
Reimbursable Activity	36,358.00		30,300.00		29,187.63	80.3%	7,170.37	(1,112.37)	-3.7%
Foundation Expenses	9,675.00		8,060.00		1,671.00	17.3%	8,004.00	(6,389.00)	-79.3%
Friends Expenses	23,500.00		19,590.00		16,901.31	71.9%	6,598.69	(2,688.69)	-13.7%
Village Shared Expense	3,183.00		2,650.00		1,997.21	62.7%	1,185.79	(652.79)	-24.6%
Grant Expense	0.00		0.00		8,618.11	-	(8,618.11)	8,618.11	-
Grand Total	9,853,208.00		8,211,050.00		7,695,456.66	78.1%	2,157,751.34	(515,593.34)	-6.3%

MOUNT PROSPECT PUBLIC LIBRARY
Statement of Revenues, Expenditures & Fund Balances
For the Period Ended 10/31/2022

	Current Month	Year To Date
Library General Fund		
Revenues		
Property Taxes		\$ 6,420,247
Taxes Allocated to Other Funds	-	(864,741)
Personal Property Replacement Taxes	-	143,777
Interest Income	9,367	40,894
Illinois Per Capita Grant	-	83,857
Misc. Grant Income	-	15,264
Ground Lease Income	-	-
Miscellaneous Fees	2,342	24,418
Friends & Foundation Reimbursements	6,708	16,747
Village Reimbursements	-	1,570
<i>Total Revenues</i>	<u>\$ 18,417</u>	<u>\$ 5,882,033</u>
Expenditures		
Salaries & Benefits	\$ 577,023	5,862,554
Management Expense	21,535	254,552
Operating Expenses	15,615	289,035
Building Expense	21,962	444,206
Services and Resources	63,340	815,922
Friends & Foundation Reimbursable Expenses	922	18,573
Misc. Grant Expenses	-	8,619
Expenses Reimbursable by Village	237	1,995
<i>Total Expenditures</i>	<u>\$ 700,634</u>	<u>\$ 7,695,456</u>
Transfer to Capital Projects Restricted Fund	-	-
<i>Total Expenditures/Transfers</i>	<u>\$ 700,634</u>	<u>\$ 7,695,456</u>
Excess (Deficiency) of Revenues over Expenditures	\$ (682,217)	\$ (1,813,423)
Fund Balance - Beginning of Period	3,952,888	5,084,094
Fund Balance - End of Period	<u>\$ 3,270,671</u>	<u>\$ 3,270,671</u>
Working Cash Fund		
Fund Balance - Beginning of Period	\$ 2,212,206	\$ 2,212,206
Interest Allocation	-	-
Fund Balance - End of Period	<u>\$ 2,212,206</u>	<u>\$ 2,212,206</u>
Capital Projects Restricted Fund		
Revenues		
Transfer from Library Fund	\$ -	\$ -
Interest Income	10,319	40,607
<i>Total Revenues</i>	<u>\$ 10,319</u>	<u>\$ 40,607</u>
Expenditures		
Main: Bldg Maintenance	1,446	109,354
Main: Furnishings/Equipment	-	47,594
Supplies	-	14
South Branch: Bldg Maintenance	-	-
South Branch: Furnishings/Equipment	-	-
Reimbursement from Gift Fund	-	-
<i>Total Expenditures</i>	<u>\$ 1,446</u>	<u>\$ 156,962</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 8,873	\$ (116,355)
Fund Balance - Beginning of Period	4,010,023	4,135,251
Fund Balance - End of Period	<u>\$ 4,018,896</u>	<u>\$ 4,018,896</u>
Debt Service Fund		
Revenues		
Property Taxes	-	\$ 864,742
Interest Income	4,097	15,348
<i>Total Revenues</i>	<u>\$ 4,097</u>	<u>\$ 880,090</u>
Expenditures		
Interest Expense	2,583	\$ 25,830
Debt Reduction Payments	-	-
Bond Administration	-	450
<i>Total Expenditures</i>	<u>\$ 2,583</u>	<u>\$ 26,280</u>
Excess (Deficiency) of Revenues over Expenditures	\$ 1,514	\$ 853,810
Fund balance - Beginning of Period	1,566,359	714,063
Fund balance - End of Period	<u>\$ 1,567,873</u>	<u>\$ 1,567,873</u>
Gift Fund		
Revenues	374	\$ 7,178
Expenditures	594	5,951
Excess (Deficiency) of Revenues over Expenditures	\$ (220)	\$ 1,227
Fund Balance - Beginning of Period	571,965	570,518
Fund Balance - End of Period	<u>\$ 571,745</u>	<u>\$ 571,745</u>

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
October 31, 2022**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$	577,022.98	
Management Expense (4210L - 4290L)		21,534.88	
Operating Expenses (4310L - 4390L)		15,615.18	
Building Expense (4410L - 4460L)		21,962.10	
Services and Resources (4610L - 4690L)		63,339.85	
Friends & Foundation reimbursable expenses (9530L and 9540L)		922.27	
VOMP reimbursable expenses (9560L)		237.34	
Grant Expenses (9570L)		-	
Total October 2022 Library General Fund Expenses			\$ 700,634.60

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation & MPHS for income items	\$	53.50	
Operating Expense Reimbursements received		5,040.74	
October 2022 Interfund Revenue		373.99	
September 2022 Accrued Payroll & Benefits		90,720.12	
September 2022 Credit Card Payable		4,170.20	
September 2022 Accounts Payable		88,267.23	
September 2022 Due to Building Fund		39,322.62	
September 2022 Due to Gift Fund		571,964.89	
			799,913.29

Deductions for Library General Fund Cash Disbursements:

October 2022 Accrued Payroll & Benefits	\$	143,038.00	
October 2022 Credit Card Payable		6,381.09	
October 2022 Accounts Payable		168,210.97	
October 2022 Due to Building Fund		37,876.72	
October 2022 Due to Gift Fund		571,745.37	
Payment of Nayax invoices & merchant fees by income offset		143.03	
Payment of Credit Card Merchant fees by income offset		16.15	
			(927,411.33)

Total Library General Fund cash disbursed \$ 573,136.56

CAPITAL PROJECTS RESTRICTED FUND

October 2022 Expenses	\$	1,445.90	
Plus: September 2022 Accounts Payable			
Less: October 2022 Accounts Payable			
Less: September 2022 Due from Library Fund		(39,322.62)	
Plus: October 2022 Due from Library Fund		37,876.72	
<i>Total Capital Projects Restricted Fund cash disbursed</i>			0.00

DEBT SERVICE FUND

October 2022 Expenses	\$	2,583.33	
Plus: September 2022 Interest Payable		10,333.30	
Plus: September 2022 Accounts Payable			
Less: October 2022 Interest Payable		(12,916.63)	
Less: October 2022 Accounts Payable		-	
<i>Total Debt Service Fund cash disbursed</i>			0.00

GIFT FUND

October 2022 Expenses	\$	593.51	
October 2022 Interfund Revenue		(373.99)	
Plus: Reimbursed service fees		-	
Less: September 2022 Due from Library Fund		(571,964.89)	
Plus: October 2022 Due from Library Fund		571,745.37	
Plus: September 2022 Accounts Payable		-	
Less: October 2022 Accounts Payable		-	
<i>Total Gift Fund cash disbursed</i>			0.00

TOTAL CASH DISBURSEMENTS, October 2022

\$ 573,136.56

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4110L	Salaries	10/1/22	09/30/2022 payroll accrual	-85,924.80
4110L	Salaries	10/13/22	PAYROLL - PAYCOM	200,491.19
4110L	Salaries	10/27/22	PAYROLL - PAYCOM	204,316.62
4110L	Salaries	10/31/22	10/31/2022 payroll accrual	131,632.57
4120L	IMRF	10/1/22	09/30/2022 payroll accrual	-6,377.97
4120L	IMRF	10/26/22	VILLAGE OF MT. PROSPECT - IMRF	30,095.27
4120L	IMRF	10/31/22	10/31/2022 payroll accrual	9,730.76
4130L	MC / FICA	10/1/22	09/30/2022 payroll accrual	-6,156.76
4130L	MC / FICA	10/13/22	PAYROLL - PAYCOM	14,365.77
4130L	MC / FICA	10/27/22	PAYROLL - PAYCOM	14,639.01
4130L	MC / FICA	10/31/22	10/31/2022 payroll accrual	9,438.94
4140L	Insurance - Medical & Life	10/19/22	EMPLOYEE REIMBURSEMENT	-0.42
4140L	Insurance - Medical & Life	10/19/22	EMPLOYEE REIMBURSEMENT	-2.02
4140L	Insurance - Medical & Life	10/19/22	EMPLOYEE REIMBURSEMENT	-16.78
4140L	Insurance - Medical & Life	10/24/22	VILLAGE OF MT. PROSPECT	60,708.28
4140L	Insurance - Medical & Life	10/24/22	VILLAGE OF MT. PROSPECT	83.32
4220L	Legal Fees	10/6/22	PEREGRINE, STIME, NEWMAN,	787.50
4230L	Printing	10/31/22	NPN360	8,961.33
4230L	Printing	10/14/22	MC/VISTAPRINT	167.35
4230L	Printing	10/1/22	BANNERVILLE USA	120.00
4230L	Printing	10/11/22	NPN360	788.47
4240L	Marketing	10/1/22	ADJUSTING ENTRY	-316.81
4240L	Marketing	10/6/22	IMAGE SYSTEMS & BUSINESS SOLUT	380.00
4250L	Resources	10/21/22	MC/SPOTIFY	15.99
4260L	Professional Dues	10/3/22	ROTARY CLUB OF RIVER CITIES	200.00
4260L	Professional Dues	10/3/22	ROTARY CLUB OF RIVER CITIES	100.00
4260L	Professional Dues	10/13/22	PAYROLL - PAYCOM	314.00
4260L	Professional Dues	10/31/22	MC/ALA	78.00
4280L	Human Resources	10/9/22	QVC	35.42
4280L	Human Resources	10/24/22	MC/DOLLAR TREE	16.25
4280L	Human Resources	10/13/22	PAYROLL - PAYCOM	2,205.44
4280L	Human Resources	10/27/22	PAYROLL - PAYCOM	2,205.44
4280L	Human Resources	10/15/22	EMPLOYEE BENEFITS CORPORATION	94.25
4280L	Human Resources	10/18/22	MC/CONFERENCE MEALS	24.03
4280L	Human Resources	10/18/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/18/22	MC/CONFERENCE MEALS	43.00
4280L	Human Resources	10/18/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/19/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/19/22	MC/CONFERENCE MEALS	24.58
4280L	Human Resources	10/19/22	MC/CONFERENCE MEALS	22.75
4280L	Human Resources	10/19/22	MC/CONFERENCE MEALS	7.18
4280L	Human Resources	10/19/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/19/22	MC/PARKWAY BANK PARK	15.00
4280L	Human Resources	10/19/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/20/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/20/22	MC/CONFERENCE MEALS	21.86
4280L	Human Resources	10/20/22	MC/CONFERENCE MEALS	4.06
4280L	Human Resources	10/20/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/20/22	MC/VILLAGE OF ROSEMONT	15.00
4280L	Human Resources	10/27/22	PAYROLL - PAYCOM	31.50

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4280L	Human Resources	10/3/22	MC/CONFERENCE MEALS	16.62
4280L	Human Resources	10/3/22	MC/CONFERENCE MEALS	92.00
4280L	Human Resources	10/4/22	MC/CONFERENCE MEALS	67.27
4280L	Human Resources	10/4/22	MC/LODGING	595.28
4280L	Human Resources	10/4/22	MC/LODGING	560.66
4280L	Human Resources	10/4/22	MC/LODGING	588.87
4280L	Human Resources	10/7/22	MC/UNITED	316.55
4280L	Human Resources	10/7/22	MC/UNITED	13.00
4280L	Human Resources	10/7/22	MC/UNITED	13.00
4280L	Human Resources	10/13/22	PAYROLL - PAYCOM	480.00
4280L	Human Resources	10/18/22	HR SOURCE (MANAGEMENT ASSOC)	250.00
4280L	Human Resources	10/11/22	LIBRARY JOURNALS LLC	135.00
4280L	Human Resources	10/5/22	MC/LIBRARYWORKS INC	100.00
4280L	Human Resources	10/19/22	MC/ALA	47.40
4280L	Human Resources	10/27/22	PAYROLL - PAYCOM	20.25
4280L	Human Resources	10/19/22	MC/COSTCO	311.87
4280L	Human Resources	10/18/22	MC/ALA	47.40
4280L	Human Resources	10/31/22	KNOWBE4 INC	1,260.00
4290L	Other Operating	10/7/22	NAYAX LLC	19.13
4290L	Other Operating	10/14/22	NAYAX LLC	13.82
4290L	Other Operating	10/21/22	NAYAX LLC	14.74
4290L	Other Operating	10/28/22	PROPAY	16.15
4290L	Other Operating	10/28/22	NAYAX LLC	15.84
4290L	Other Operating	10/14/22	THRYV - DEX MEDIA	23.50
4290L	Other Operating	10/16/22	MC/MARIANO'S	49.94
4310L	Telecommunications	10/10/22	AT&T	213.32
4310L	Telecommunications	10/11/22	AT&T	718.70
4310L	Telecommunications	10/18/22	TECHNOLOGY MANAGEMENT REVOLVIN	785.60
4310L	Telecommunications	10/19/22	AT&T	2,219.05
4310L	Telecommunications	10/23/22	COMCAST CABLE	71.55
4310L	Telecommunications	10/28/22	VERIZON WIRELESS	389.37
4310L	Telecommunications	10/19/22	AT&T	237.35
4340L	Office Supplies	10/27/22	WAREHOUSE DIRECT	507.04
4340L	Office Supplies	10/12/22	WAREHOUSE DIRECT	16.59
4340L	Office Supplies	10/18/22	MC/HARLAND CLARKE	33.68
4340L	Office Supplies	10/22/22	MC/HARLAND CLARKE	-1.98
4340L	Office Supplies	10/12/22	WAREHOUSE DIRECT	16.89
4340L	Office Supplies	10/13/22	STAPLES BUSINESS ADVANTAGE	39.91
4340L	Office Supplies	10/7/22	WAREHOUSE DIRECT	15.02
4340L	Office Supplies	10/12/22	WAREHOUSE DIRECT	144.41
4340L	Office Supplies	10/12/22	WAREHOUSE DIRECT	53.43
4340L	Office Supplies	10/13/22	STAPLES BUSINESS ADVANTAGE	196.14
4340L	Office Supplies	10/13/22	WAREHOUSE DIRECT	2.80
4340L	Office Supplies	10/20/22	STAPLES BUSINESS ADVANTAGE	83.47
4340L	Office Supplies	10/22/22	STAPLES BUSINESS ADVANTAGE	4.44
4340L	Office Supplies	10/6/22	MC/AMAZON	39.98
4340L	Office Supplies	10/6/22	MC/AMAZON	19.97
4340L	Office Supplies	10/13/22	STAPLES BUSINESS ADVANTAGE	40.45
4340L	Office Supplies	10/12/22	WAREHOUSE DIRECT	15.49
4350L	Library Supplies	10/28/22	MC/PROSERVE BUSINESS PRODUCTS,	426.82
4350L	Library Supplies	10/24/22	ELM USA, INC.	228.44
4350L	Library Supplies	10/24/22	ELM USA, INC.	304.01
4350L	Library Supplies	10/25/22	ELM USA, INC.	541.00
4360L	Postage	10/5/22	MC/POSTMASTER	20.10
4360L	Postage	10/6/22	MC/POSTMASTER	9.90
4360L	Postage	10/8/22	MC/POSTMASTER	9.90

Mount Prospect Public Library
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Account ID	Account Description	Date	Vendor Name	Amount
4360L	Postage	10/13/22	MC/POSTMASTER	9.90
4360L	Postage	10/18/22	MC/POSTMASTER	20.10
4360L	Postage	10/20/22	MC/POSTMASTER	9.75
4360L	Postage	10/24/22	MC/POSTMASTER	19.95
4360L	Postage	10/27/22	MC/POSTMASTER	19.80
4360L	Postage	10/28/22	POSTMASTER	2,029.60
4360L	Postage	10/19/22	EMPLOYEE REIMBURSEMENTS	-17.68
4380L	Contract Services	10/1/22	BACKSTAGE LIBRARY WORKS	250.00
4390L	IT Services	10/5/22	TODAY'S BUSINESS SOLUTIONS, IN	1,836.95
4390L	IT Services	10/24/22	MC/GODADDY.COM, INC.	899.98
4390L	IT Services	10/30/22	MC/ZOOM	180.00
4390L	IT Services	10/1/22		-205.17
4390L	IT Services	10/4/22	MC/MICROSOFT	1,715.06
4390L	IT Services	10/4/22	MC/MICROSOFT	6.60
4390L	IT Services	10/13/22	MC/AQUENT LLC	320.00
4390L	IT Services	10/18/22	MC/MINIORAGE	439.00
4390L	IT Services	10/22/22	MC/PADLET SOFTWARE	24.00
4390L	IT Services	10/28/22	MC/ZOHO CORPORATION	654.50
4410L	Building Maintenance	10/1/22	INTERIOR TROPICAL GARDENS	120.00
4410L	Building Maintenance	10/1/22	COMPLETE TEMPERATURE SYSTEMS,	560.00
4410L	Building Maintenance	10/20/22	COMBINED ROOFING SERVICES LLC	875.00
4410L	Building Maintenance	10/20/22	COMBINED ROOFING SERVICES LLC	875.00
4410L	Building Maintenance	10/10/22	SOUND INCORPORATED	280.00
4410L	Building Maintenance	10/19/22	BISHOP PLUMBING, INC.	453.95
4410L	Building Maintenance	10/20/22	ANDERSON LOCK CO. LTD	215.00
4410L	Building Maintenance	10/21/22	BISHOP PLUMBING, INC.	5,279.00
4410L	Building Maintenance	10/31/22	PROSPECT ELECTRIC COMPANY	301.90
4410L	Building Maintenance	10/31/22	PROSPECT ELECTRIC COMPANY	494.53
4410L	Building Maintenance	10/6/22	MOUNT PROSPECT PAINT, INC.	251.95
4410L	Building Maintenance	10/7/22	MENARDS	21.97
4410L	Building Maintenance	10/15/22	MENARDS	70.00
4410L	Building Maintenance	10/19/22	MOUNT PROSPECT PAINT, INC.	12.03
4410L	Building Maintenance	10/19/22	MOUNT PROSPECT PAINT, INC.	59.99
4410L	Building Maintenance	10/19/22	W. W. GRAINGER, INC.	266.58
4410L	Building Maintenance	10/20/22	LIGHTING SUPPLY COMPANY	114.74
4410L	Building Maintenance	10/20/22	W. W. GRAINGER, INC.	82.99
4410L	Building Maintenance	10/25/22	MENARDS	52.12
4410L	Building Maintenance	10/26/22	NERADT ACE HARDWARE	17.99
4410L	Building Maintenance	10/1/22	GAMBINO LANDSCAPING AND BRICK	-350.00
4410L	Building Maintenance	10/25/22	GAMBINO LANDSCAPING AND BRICK	275.00
4410L	Building Maintenance	10/31/22	AMERICAN LANDSCAPING INC.	710.00
4420L	Equipment Maintenance	10/5/22	BUSSE AUTOMOTIVE	68.10
4420L	Equipment Maintenance	10/6/22	SHELL OIL COMPANY	58.15
4420L	Equipment Maintenance	10/21/22	SHELL OIL COMPANY	-3.97
4420L	Equipment Maintenance	10/29/22	MC/ILLINOIS TOLLWAY	10.00
4420L	Equipment Maintenance	10/5/22	TODAY'S BUSINESS SOLUTIONS, IN	400.00
4420L	Equipment Maintenance	10/14/22	NAYAX LLC	79.50
4440L	Janitorial	10/1/22	CRYSTAL MANAGEMENT & MAINTENAN	2,980.00
4440L	Janitorial	10/13/22	CINTAS #22	125.09
4440L	Janitorial	10/20/22	REPUBLIC SERVICES #551	296.81
4440L	Janitorial	10/11/22	SUPERIOR INDUSTRIAL SUPPLY	232.45
4440L	Janitorial	10/12/22	WAREHOUSE DIRECT	523.51
4440L	Janitorial	10/14/22	WAREHOUSE DIRECT	34.80
4440L	Janitorial	10/21/22	SUPERIOR INDUSTRIAL SUPPLY	-2.32
4440L	Janitorial	10/24/22	SUPERIOR INDUSTRIAL SUPPLY	229.35
4440L	Janitorial	10/28/22	SUPERIOR INDUSTRIAL SUPPLY	211.20

Mount Prospect Public Library
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Account ID	Account Description	Date	Vendor Name	Amount
4440L	Janitorial	10/28/22	WAREHOUSE DIRECT	274.21
4450L	Equipment	10/18/22	MC/AMAZON	1,049.00
4450L	Equipment	10/1/22	AMAZON.COM	-87.99
4450L	Equipment	10/17/22	MC/AMAZON	125.86
4450L	Equipment	10/18/22	MC/AMAZON	72.57
4450L	Equipment	10/19/22	MC/AMAZON	223.96
4450L	Equipment	10/21/22	MC/AMAZON	39.89
4450L	Equipment	10/27/22	MC/AMAZON	45.78
4460L	Utilities	10/12/22	CONSTELLATION NEWENERGY- GAS D	2,366.41
4460L	Utilities	10/15/22	VILLAGE OF MT. PROSPECT	1,570.00
4610L	Adult Books	10/1/22	INFORMATION TODAY	319.73
4610L	Adult Books	10/1/22	AMAZON.COM	1,037.03
4610L	Adult Books	10/1/22	AMAZON.COM	59.85
4610L	Adult Books	10/3/22	INGRAM	240.13
4610L	Adult Books	10/3/22	BAKER AND TAYLOR	862.22
4610L	Adult Books	10/4/22	BAKER AND TAYLOR	423.05
4610L	Adult Books	10/5/22	INGRAM	60.97
4610L	Adult Books	10/5/22	INGRAM	250.68
4610L	Adult Books	10/5/22	BAKER AND TAYLOR	65.70
4610L	Adult Books	10/6/22	MC/POLISH BOOKSTORE	245.87
4610L	Adult Books	10/6/22	BAKER AND TAYLOR	69.16
4610L	Adult Books	10/8/22	BAKER AND TAYLOR	1,254.28
4610L	Adult Books	10/10/22	BAKER AND TAYLOR	-22.99
4610L	Adult Books	10/10/22	BAKER AND TAYLOR	763.41
4610L	Adult Books	10/10/22	BAKER AND TAYLOR	796.11
4610L	Adult Books	10/10/22	BAKER AND TAYLOR	1,410.58
4610L	Adult Books	10/11/22	INGRAM	61.02
4610L	Adult Books	10/11/22	INGRAM	322.79
4610L	Adult Books	10/11/22	BAKER AND TAYLOR	16.54
4610L	Adult Books	10/12/22	BAKER AND TAYLOR	472.78
4610L	Adult Books	10/12/22	BAKER AND TAYLOR	-28.24
4610L	Adult Books	10/13/22	BAKER AND TAYLOR	168.64
4610L	Adult Books	10/13/22	BAKER AND TAYLOR	394.66
4610L	Adult Books	10/14/22	BAKER AND TAYLOR	793.31
4610L	Adult Books	10/17/22	BAKER AND TAYLOR	201.81
4610L	Adult Books	10/17/22	INGRAM	293.45
4610L	Adult Books	10/18/22	BAKER AND TAYLOR	475.69
4610L	Adult Books	10/18/22	BAKER AND TAYLOR	914.60
4610L	Adult Books	10/18/22	BAKER AND TAYLOR	941.60
4610L	Adult Books	10/19/22	BAKER AND TAYLOR	730.88
4610L	Adult Books	10/19/22	INGRAM	125.70
4610L	Adult Books	10/20/22	BAKER AND TAYLOR	120.96
4610L	Adult Books	10/24/22	BAKER AND TAYLOR	24.89
4610L	Adult Books	10/24/22	BAKER AND TAYLOR	444.80
4610L	Adult Books	10/25/22	BAKER AND TAYLOR	1,662.44
4610L	Adult Books	10/26/22	INGRAM	284.52
4610L	Adult Books	10/27/22	BAKER & TAYLOR INC.	435.97
4610L	Adult Books	10/27/22	BAKER & TAYLOR INC.	748.96
4610L	Adult Books	10/31/22	INGRAM	-16.39
4610L	Adult Books	10/31/22	BAKER AND TAYLOR	1,178.86
4610L	Adult Books	10/31/22	BAKER AND TAYLOR	130.12
4610L	Adult Books	10/1/22	AMAZON.COM	48.48
4610L	Adult Books	10/4/22	BAKER AND TAYLOR	24.33
4610L	Adult Books	10/7/22	BAKER AND TAYLOR	70.34
4610L	Adult Books	10/11/22	BAKER AND TAYLOR	36.02
4610L	Adult Books	10/19/22	INGRAM	12.19
4610L	Adult Books	10/28/22	BAKER AND TAYLOR	64.28

Mount Prospect Public Library
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Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	10/1/22	AMAZON.COM	1,369.79
4620L	Adult AV	10/3/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/5/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	10/5/22	BAKER & TAYLOR INC.	40.39
4620L	Adult AV	10/5/22	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	10/6/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/7/22	MIDWEST TAPE, LLC	9.99
4620L	Adult AV	10/7/22	MIDWEST TAPE, LLC	18.74
4620L	Adult AV	10/10/22	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	10/10/22	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	10/10/22	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	10/10/22	BAKER AND TAYLOR	24.99
4620L	Adult AV	10/11/22	THE TEACHING COMPANY	179.80
4620L	Adult AV	10/13/22	BAKER & TAYLOR INC.	11.75
4620L	Adult AV	10/13/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/13/22	BAKER & TAYLOR INC.	35.99
4620L	Adult AV	10/14/22	BAKER & TAYLOR INC.	12.74
4620L	Adult AV	10/14/22	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	10/14/22	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	10/14/22	BAKER & TAYLOR INC.	22.07
4620L	Adult AV	10/14/22	BAKER & TAYLOR INC.	42.60
4620L	Adult AV	10/14/22	BAKER & TAYLOR INC.	214.44
4620L	Adult AV	10/17/22	MIDWEST TAPE, LLC	49.99
4620L	Adult AV	10/17/22	MIDWEST TAPE, LLC	71.99
4620L	Adult AV	10/17/22	MIDWEST TAPE, LLC	239.94
4620L	Adult AV	10/17/22	MIDWEST TAPE, LLC	319.93
4620L	Adult AV	10/17/22	CRIMSON MULTIMEDIA DIST., INC.	191.22
4620L	Adult AV	10/17/22	CRIMSON MULTIMEDIA DIST., INC.	334.67
4620L	Adult AV	10/19/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	10/19/22	BAKER & TAYLOR INC.	45.56
4620L	Adult AV	10/19/22	BAKER & TAYLOR INC.	74.94
4620L	Adult AV	10/19/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/20/22	BAKER & TAYLOR INC.	-44.08
4620L	Adult AV	10/21/22	MIDWEST TAPE, LLC	20.99
4620L	Adult AV	10/21/22	MIDWEST TAPE, LLC	45.99
4620L	Adult AV	10/21/22	MIDWEST TAPE, LLC	94.98
4620L	Adult AV	10/21/22	MIDWEST TAPE, LLC	121.97
4620L	Adult AV	10/21/22	MIDWEST TAPE, LLC	565.86
4620L	Adult AV	10/21/22	MIDWEST TAPE, LLC	568.86
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	13.92
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	14.33
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	17.63
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	22.17
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	29.39
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	30.62
4620L	Adult AV	10/27/22	BAKER & TAYLOR INC.	311.46
4620L	Adult AV	10/31/22	MIDWEST TAPE, LLC	9.99
4620L	Adult AV	10/31/22	MIDWEST TAPE, LLC	24.99
4620L	Adult AV	10/31/22	MIDWEST TAPE, LLC	39.99
4620L	Adult AV	10/31/22	MIDWEST TAPE, LLC	204.95
4620L	Adult AV	10/31/22	MIDWEST TAPE, LLC	239.96
4620L	Adult AV	10/31/22	MIDWEST TAPE, LLC	266.93
4620L	Adult AV	10/1/22	AMAZON.COM	54.88

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Library Fund Expenses by G/L Account #
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4620L	Adult AV	10/11/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/17/22	BAKER & TAYLOR INC.	11.01
4620L	Adult AV	10/17/22	BAKER & TAYLOR INC.	13.22
4620L	Adult AV	10/17/22	BAKER & TAYLOR INC.	22.02
4620L	Adult AV	10/20/22	BAKER & TAYLOR INC.	-13.96
4620L	Adult AV	10/24/22	BAKER & TAYLOR INC.	14.69
4620L	Adult AV	10/24/22	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	10/31/22	BAKER & TAYLOR INC.	19.10
4620L	Adult AV	10/31/22	BAKER & TAYLOR INC.	27.90
4630L	Youth Print	10/1/22	AMAZON.COM	626.78
4630L	Youth Print	10/3/22	INGRAM	32.20
4630L	Youth Print	10/3/22	BAKER AND TAYLOR	22.79
4630L	Youth Print	10/3/22	BAKER AND TAYLOR	709.14
4630L	Youth Print	10/4/22	INGRAM	-43.16
4630L	Youth Print	10/4/22	BAKER AND TAYLOR	502.43
4630L	Youth Print	10/5/22	INGRAM	39.81
4630L	Youth Print	10/6/22	MC/SANABILBOOKS	26.53
4630L	Youth Print	10/6/22	BAKER AND TAYLOR	54.26
4630L	Youth Print	10/6/22	BAKER AND TAYLOR	791.19
4630L	Youth Print	10/10/22	BAKER AND TAYLOR	-12.97
4630L	Youth Print	10/10/22	BAKER AND TAYLOR	80.11
4630L	Youth Print	10/10/22	BAKER AND TAYLOR	768.78
4630L	Youth Print	10/11/22	INGRAM	365.16
4630L	Youth Print	10/11/22	INGRAM	110.94
4630L	Youth Print	10/11/22	BAKER AND TAYLOR	494.88
4630L	Youth Print	10/13/22	BAKER AND TAYLOR	558.56
4630L	Youth Print	10/13/22	BAKER AND TAYLOR	518.49
4630L	Youth Print	10/14/22	BAKER AND TAYLOR	133.47
4630L	Youth Print	10/14/22	BAKER AND TAYLOR	564.96
4630L	Youth Print	10/14/22	BAKER AND TAYLOR	730.30
4630L	Youth Print	10/17/22	BAKER AND TAYLOR	14.37
4630L	Youth Print	10/17/22	INGRAM	33.84
4630L	Youth Print	10/18/22	BAKER AND TAYLOR	667.19
4630L	Youth Print	10/18/22	BAKER AND TAYLOR	908.74
4630L	Youth Print	10/19/22	BAKER AND TAYLOR	275.54
4630L	Youth Print	10/19/22	BAKER AND TAYLOR	777.84
4630L	Youth Print	10/19/22	INGRAM	30.45
4630L	Youth Print	10/21/22	BAKER AND TAYLOR	354.72
4630L	Youth Print	10/21/22	BAKER AND TAYLOR	820.25
4630L	Youth Print	10/24/22	BAKER AND TAYLOR	76.89
4630L	Youth Print	10/24/22	BAKER AND TAYLOR	84.48
4630L	Youth Print	10/25/22	BAKER AND TAYLOR	224.27
4630L	Youth Print	10/25/22	BAKER AND TAYLOR	241.16
4630L	Youth Print	10/25/22	GALE	18.85
4630L	Youth Print	10/26/22	INGRAM	32.20
4630L	Youth Print	10/27/22	BAKER & TAYLOR INC.	509.91
4630L	Youth Print	10/27/22	BAKER & TAYLOR INC.	657.16
4630L	Youth Print	10/1/22	AMAZON.COM	21.98
4630L	Youth Print	10/4/22	BAKER AND TAYLOR	56.66
4630L	Youth Print	10/4/22	BAKER AND TAYLOR	56.58
4630L	Youth Print	10/6/22	BAKER AND TAYLOR	43.90
4630L	Youth Print	10/13/22	BAKER AND TAYLOR	34.82
4630L	Youth Print	10/17/22	BAKER AND TAYLOR	9.70
4630L	Youth Print	10/24/22	BAKER AND TAYLOR	31.35
4630L	Youth Print	10/28/22	BAKER AND TAYLOR	43.87
4640L	Youth AV	10/1/22	AMAZON.COM	754.08
4640L	Youth AV	10/3/22	LIBRARY IDEAS, LLC	52.13
4640L	Youth AV	10/4/22	FINDAWAY WORLD, LLC	179.97
4640L	Youth AV	10/6/22	MC/SANABILBOOKS	15.68
4640L	Youth AV	10/6/22	FINDAWAY WORLD, LLC	61.94

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4640L	Youth AV	10/10/22	BAKER & TAYLOR INC.	25.71
4640L	Youth AV	10/12/22	LAKESHORE LEARNING MATERIALS	39.98
4640L	Youth AV	10/17/22	BAKER & TAYLOR INC.	85.93
4640L	Youth AV	10/17/22	CRIMSON MULTIMEDIA DIST., INC.	150.00
4640L	Youth AV	10/17/22	CRIMSON MULTIMEDIA DIST., INC.	427.32
4640L	Youth AV	10/19/22	LIBRARY IDEAS, LLC	45.36
4640L	Youth AV	10/20/22	BAKER & TAYLOR INC.	-193.22
4640L	Youth AV	10/26/22	FINDAWAY WORLD, LLC	233.71
4640L	Youth AV	10/31/22	BAKER & TAYLOR INC.	24.96
4640L	Youth AV	10/31/22	BAKER & TAYLOR INC.	73.48
4640L	Youth AV	10/3/22	BAKER & TAYLOR INC.	25.71
4640L	Youth AV	10/17/22	BAKER & TAYLOR INC.	10.28
4640L	Youth AV	10/17/22	BAKER & TAYLOR INC.	19.10
4640L	Youth AV	10/17/22	BAKER & TAYLOR INC.	29.38
4650L	Print Serials	10/7/22	MC/THE HORN BOOK, INC.	60.00
4650L	Print Serials	10/27/22	OUTSIDE	-32.20
4650L	Print Serials	10/30/22	MC/CHICAGO TRIBUNE	207.92
4650L	Print Serials	10/30/22	MC/LIBRARY JOURNAL	179.99
4650L	Print Serials	10/7/22	MC/WALL STREET JOURNAL	54.99
4660L	Electronic Resources	10/1/22	THOMSON REUTERS - WEST	1,541.85
4660L	Electronic Resources	10/3/22	WORLD TRADE PRESS	2,800.00
4660L	Electronic Resources	10/5/22	LIBRARY PASS, INC	1,950.00
4661L	Digital Media	10/31/22	MIDWEST TAPE, LLC	3,699.27
4661L	Digital Media	10/31/22	KANOPY, INC.	488.00
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	293.85
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	8.73
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	171.00
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	207.48
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	27.50
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	76.00
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	210.48
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	165.00
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	27.50
4661L	Digital Media	10/1/22	OVERDRIVE, INC.	147.49
4661L	Digital Media	10/10/22	OVERDRIVE, INC.	524.55
4661L	Digital Media	10/10/22	OVERDRIVE, INC.	1,211.95
4661L	Digital Media	10/10/22	OVERDRIVE, INC.	209.99
4661L	Digital Media	10/10/22	OVERDRIVE, INC.	573.60
4661L	Digital Media	10/12/22	OVERDRIVE, INC.	616.47
4661L	Digital Media	10/12/22	OVERDRIVE, INC.	502.68
4661L	Digital Media	10/4/22	OVERDRIVE, INC.	314.63
4661L	Digital Media	10/11/22	OVERDRIVE, INC.	429.96
4661L	Digital Media	10/18/22	OVERDRIVE, INC.	315.05
4661L	Digital Media	10/28/22	OVERDRIVE, INC.	696.93
4663L	Library of Things	10/1/22	AMAZON.COM	46.79
4663L	Library of Things	10/3/22	MC/NETFLIX	19.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/NETFLIX	19.99
4663L	Library of Things	10/3/22	MC/NETFLIX	19.99
4663L	Library of Things	10/3/22	MC/NETFLIX	19.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/AMAZON DIGITAL	8.99

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4663L	Library of Things	10/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/NETFLIX	19.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/3/22	MC/DISNEY	13.99
4663L	Library of Things	10/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/4/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/6/22	MC/NETFLIX	19.99
4663L	Library of Things	10/6/22	MC/NETFLIX	19.99
4663L	Library of Things	10/6/22	MC/NETFLIX	19.99
4663L	Library of Things	10/6/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/6/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/6/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/6/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/6/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/7/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/7/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/7/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/7/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/7/22	MC/DISCOVER PLUS	4.99
4663L	Library of Things	10/12/22	MC/NETFLIX	19.99
4663L	Library of Things	10/12/22	MC/NETFLIX	19.99
4663L	Library of Things	10/22/22	MC/AMAZON DIGITAL	8.99
4663L	Library of Things	10/1/22		-500.33
4680L	Processing Supplies	10/1/22	BAKER AND TAYLOR	7.40
4680L	Processing Supplies	10/6/22	BAKER AND TAYLOR	74.00
4680L	Processing Supplies	10/12/22	DEMCO	230.85
4680L	Processing Supplies	10/12/22	DEMCO	317.79
4680L	Processing Supplies	10/13/22	STAPLES BUSINESS ADVANTAGE	61.86
4680L	Processing Supplies	10/14/22	BAKER AND TAYLOR	33.30
4680L	Processing Supplies	10/18/22	BAKER AND TAYLOR	41.44
4680L	Processing Supplies	10/19/22	BAKER AND TAYLOR	24.42
4680L	Processing Supplies	10/25/22	BAKER AND TAYLOR	5.18
4680L	Processing Supplies	10/25/22	BAKER AND TAYLOR	11.10
4690L	Programs	10/1/22	AMAZON.COM	85.99
4690L	Programs	10/12/22	DEMCO	39.99
4690L	Programs	10/20/22	MC/AMAZON	38.91
4690L	Programs	10/20/22	MC/WALMART	65.88
4690L	Programs	10/26/22	MC/WALMART	18.50
4690L	Programs	10/30/22	MC/AMAZON	36.99
4690L	Programs	10/6/22	ADAM SELZER	400.00
4690L	Programs	10/13/22	PAYROLL - PAYCOM	29.25
4690L	Programs	10/1/22	MC/HOBBY LOBBY	17.94
4690L	Programs	10/5/22	MC/AMAZON	79.48
4690L	Programs	10/5/22	MC/AMAZON	14.99
4690L	Programs	10/6/22	MC/AMAZON	19.98
4690L	Programs	10/6/22	MC/AMAZON	397.26
4690L	Programs	10/6/22	MC/AMAZON	22.38
4690L	Programs	10/15/22	DAVID A. HOWE	395.00
4690L	Programs	10/21/22	MC/DOLLAR TREE	10.00
4690L	Programs	10/22/22	MC/TARGET	15.00
4690L	Programs	10/22/22	MC/HOBBY LOBBY	7.37
4690L	Programs	10/27/22	PAYROLL - PAYCOM	118.04
4690L	Programs	10/28/22	MC/LAKESHORE LEARNING	22.36
4690L	Programs	10/28/22	MC/MICHAELS	12.37
4690L	Programs	10/28/22	MC/AMAZON	45.98

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
4690L	Programs	10/29/22	MC/MARIANO'S	17.97
4690L	Programs	10/4/22	KRISTYN SLICK	405.00
4690L	Programs	10/11/22	MAHMOOD A. IBRAHIM	100.00
4690L	Programs	10/11/22	ESTEVAN MONTANO	200.00
4690L	Programs	10/17/22	PETERS, LESLEY	200.00
4690L	Programs	10/1/22	BAKER AND TAYLOR	-94.44
4690L	Programs	10/1/22	BAKER AND TAYLOR	94.44
4690L	Programs	10/1/22	BAKER AND TAYLOR	-15.74
4690L	Programs	10/1/22	BAKER AND TAYLOR	15.74
4690L	Programs	10/5/22	MC/AMAZON	44.47
4690L	Programs	10/5/22	MC/AMAZON	11.48
4690L	Programs	10/6/22	MC/ORIENTAL TRADING	29.66
4690L	Programs	10/6/22	MC/S&S WORLDWIDE	167.26
4690L	Programs	10/18/22	MC/AMAZON	65.97
4690L	Programs	10/18/22	MC/MEETUP	89.94
4690L	Programs	10/28/22	KRISTYN SLICK	375.00
4690L	Programs	10/1/22	AMAZON.COM	12.97
4690L	Programs	10/7/22	CHICAGO FEDERATION OF MUSICIAN	173.06
4690L	Programs	10/13/22	PAYROLL - PAYCOM	99.34
4690L	Programs	10/24/22	KELLY S. CAMPOS	325.00
4690L	Programs	10/27/22	PAYROLL - PAYCOM	60.78
				<u>699,474.99</u>
9530L-030-06	Youth Best Books of the Year	10/19/22	MC/AFTER-WORDS BOOKS	21.00
9540L-110-03	Morale Committee	10/25/22	AFFY TAPPLE, LLC	67.00
9540L-110-03	Morale Committee	10/25/22	MC/MARIANO'S	18.06
9540L-120-08	One Book One Community Program	10/27/22	NEVIEN SHAABNEH	200.00
9540L-899-13	Fanfest	10/1/22	PATRICIA FAY PAGE	550.00
9540L-899-13	Fanfest	10/1/22	AMAZON.COM	65.67
9540L-899-13	Fanfest	10/1/22	MC/WALMART	0.54
9560L-090-South	South Branch Fiber	10/19/22	AT&T	237.34
Total Library Fund Expenses for October, 2022				<u><u>\$ 700,634.60</u></u>

Mount Prospect Public Library
Capital Project Expenses by G/L Acct #
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
7710B	Bldg Fd: Architect Serv.	10/3/22	PADDOCK PUBLICATIONS, INC.	45.90
7750B-016	Bldg Fd: Building Maintenance	10/1/22	CHRISTOPHER KIDD & ASSOCIATES - Professional Services rendered tl	1,400.00
Total Capital Project Restricted Fund Expenses for October, 2022				<u>\$ 1,445.90</u>

Debt Service Fund
Debt Service Fund Expenses by G/L Acct
For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Trans Description	Amount
3701D	Interest Expense	10/31/22	October 2022, interest expense accrual \$31,000 x 1/12	2,583.33

Total Debt Service Fund Expenses for October, 2022 \$ 2,583.33

Mount Prospect Public Library
Gift Fund Expenses by G/L Account #

For the Period From October 1, 2022 to October 31, 2022

Account ID	Account Description	Date	Vendor Name	Amount
8740G	Gift Fund: Operating Expenses	10/3/22	JEFF MISHUR	350.00
8740G	Gift Fund: Operating Expenses	10/20/22	MC/AMAZON	243.51
Total Gift Fund Expenses for October, 2022				<u>\$ 593.51</u>

MEMO — CONSORTIUM RECOMMENDATION

Mount Prospect Public Library

To: Board of Trustees
From: Susan Reynders, Executive Director
Date: November 17, 2022
Re: Consortium Recommendation

Comments: The 2022-2025 Strategic Plan, approved by the Board on June 16, 2022, includes a directive to “evaluate joining a resource sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.” This activity addresses the goal “patrons will find the materials they want, when they want, for reading, viewing, and listening for pleasure and knowledge.”

A staff Task Force was created and has been working since August to conduct the evaluation and prepare a recommendation. The full methodology and results of the evaluation process are included in the board packet following this memo.

In summary, as we considered all of the information gathered, we carefully determined if any of the negatives identified with joining a consortium were dealbreakers, and the answer is no. Many of the drawbacks revolve around getting to a new normal, such as staff and patron training and handling a different type of workload. There will be some loss of local control over cataloging and circulation policies, but those drawbacks do not outweigh the benefits of the increased collection and non-mediated requests we can offer our community. In effect, joining the CCS consortium increases the collection available to the community on the order of 17 times beyond its current size (450,000 vs. 7,740,000).

The formal recommendation is:

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

I ask that the Board review the full recommendation so that we can discuss at the November 17 meeting. We would like to have a final decision made no later than the December 15 meeting.

Mount Prospect Public Library

Consortium Recommendation

Strategic Plan Activity C1A

Consortium Task Force
11-7-2022

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Background

An Integrated Library System (ILS), also casually referred to as the online catalog, is the engine of the library and provides the following services:

- acquisitions (ordering, receiving, and invoicing materials)
- cataloging (classifying and indexing materials)
- circulation (lending materials to patrons and receiving them back)
- serials (tracking magazine, journals, and newspaper holdings)
- online public access catalog or OPAC (public user interface)

MPPL's ILS is Horizon from vendor Sirsi-Dynix, and because our installation is nearing 20 years old, it is time for us to evaluate if it is still meeting our needs. For the record, Horizon is still a viable ILS, although installations are falling and there is some concern that support from Sirsi-Dynix may wane in favor of their other ILS, Symphony¹, as well as their web-based BLUEcloud apps.

As a "standalone" library (meaning that we don't share our catalog) we normally would conduct a simple ILS evaluation and either stay on Horizon or choose a different system. However, based on community feedback during the strategic planning process as well as staff interest, we decided to evaluate joining a resource sharing consortium, which encompasses both a change in the ILS and our status as a standalone library. The primary reasons a standalone library would consider joining a consortium is because it increases the number of materials available to the community and provides a non-mediated way to request those materials.

There are pros and cons to joining a consortium vs. remaining standalone, and the purpose of this document is to outline the method and results of the research conducted to come to a recommendation.

The 2022-2025 Strategic Plan, approved by the Board on June 16, 2022, includes a directive to "evaluate joining a resource sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions." This activity addresses the goal "patrons will find the materials they want, when they want, for reading, viewing, and listening for pleasure and knowledge."

If MPPL chooses not to join a resource sharing consortium and remain a standalone library, we would revert to conducting an ILS-only evaluation over the next 1-2 years and decide whether to stay on Horizon or migrate to a different system.

¹ Breeding, Marshall. "2022 Library Systems Report." American Libraries Magazine, May 2, 2022.
<https://americanlibrariesmagazine.org/2022/05/02/2022-library-systems-report/>

Task Force

A staff task force was created with representation from different levels of the organization and from a variety of departments. The charge was to evaluate the pros and cons of joining a catalog consortium and prepare a formal recommendation for the board. The members were:

- Janine Wisniewski, Circulation Head
- John McInnes, Fiction/AV/Teen Head
- Katie Szafarz, Cataloging Librarian
- Kris Becker, ILS Administrator
- Stavroula Harissis, South Branch Manager
- Su Reynders, Executive Director

Process

The Task Force reviewed the charge of evaluating the pros and cons of joining a consortium and identified a guiding principle: the focus of the evaluation was to consider the impact on the community. While the Task Force recognized that there would be considerable change for staff, the primary goal was to determine and recommend what provided the highest level of service for the community.

Tasks completed were:

- Gathered and summarized community input from the strategic planning process
- Identified the most likely resource sharing options
- Collected and evaluated information from resource sharing groups
- Gathered and summarized input from other libraries
- Conducted and summarized input from an all-staff survey
- Evaluated the impact on our current interlibrary loan services
- Gathered and reviewed the cost options and impact, including available grants
- Reviewed and determined timeline options and impact

Results

Community Input

During the strategic planning process that was conducted from January – June 2022, the Mount Prospect community had the opportunity to complete a survey, participate in focus groups, and participate in a strategic retreat. Results are summarized here; see Appendix A for detailed responses.

Overall, the community demonstrated support for joining a consortium and some dissatisfaction with MPPL's current collection.

Survey Question #10 asked respondents to rate fourteen service areas of the library. The statement, "My library's collection is adequate for my needs" had the lowest weighted average of the fourteen. To be fair, almost 90% of the respondents answered either "Strongly Agree" or "Somewhat Agree," but what stands out is that in a survey with generally very high ratings, our collection came in last (see Appendix A1).

The strategic retreat included representatives from the community, board, and staff. During the final voting exercise, "investigate joining a consortium" received the third highest number of votes out of 55 categories (see Appendix A2).

There were 26 comments from the survey regarding joining a consortium or the collection. Eighteen were in support of joining a consortium, seven wanted a larger collection, and one questioned joining. Select responses are listed below; see Appendix A3 for full responses.

- "Catalog that integrates with neighboring libraries' catalogs. It's disgraceful that the library doesn't connect and share more seamlessly for patrons the dozens of libraries within easy range of us."
- "My father's library lets them request things from a bunch of other libraries, right in their catalog. I wish we could do that."
- "No obvious, readily available, and user-friendly Interlibrary Loan services. As it currently stands, one would think you're trying to hide its availability, then when found, make it so hard to use as to discourage use. Unacceptable in this day and age..."
- "I often find books I'm looking to borrow are available from nearby libraries but not in Mount Prospect's catalog...it would be nice if there was a library share."
- "It should be easy to find books from other libraries on MPPL.org but it is impossible. ArHts, Indian Trails and Des Plaines libraries all list items at NW suburban libraries by default. MPPL just lists that there is the old interlibrary loan option."
- "Other libraries are still able to get that book for me because they are members of a large consortium of libraries that books can be requested from. Please consider paying for this service."
- "I am aware of the InterLibrary Loan service and it is just not the same as being part of the CCS network. It's less efficient and MPPL just does not always have the newest books and variety of the titles/genre. Des Plaines, Prospect Heights, Niles have long been on this system."
- "It's a 50/50 chance if you have the book I'm looking for."

Resource Sharing Options

The Task Force identified three resource sharing options in our area: Find More Illinois, LINKin, and Cooperative Computer Services (CCS)². Each of these options provides a different level of integrated resource sharing; see Appendix B for a visual representation of the options.

Find More Illinois

[Find More Illinois](#) is a service offered to Illinois libraries through RAILS. It connects multiple consortial and standalone ILS platforms to provide a single web-based interface for patrons to search for items and place interlibrary loan requests, and for library staff to manage those requests.

Find More Illinois is not an ILS, and does not provide circulation, cataloging, or acquisitions services. Therefore, it is not a viable option for MPPL to use as an ILS and was eliminated from the evaluation process. The Task Force noted that it would still be possible to participate in Find More Illinois as supplemental resource sharing after MPPL's main ILS decision is made, but more investigation would be needed to determine if it is a good fit.

LINKin

[LINKin](#) is a group of eleven standalone libraries that allow limited borrowing between members through a system called INNReach, which is a software overlay that sits on top of members' individual standalone catalogs. Members must already be using an Innovative brand ILS to participate in LINKin (MPPL currently uses a Sirsi-Dynix brand). LINKin is managed by member libraries and does not have a separate organization or staff.

After researching and speaking to LINKin member libraries, the Task Force concluded that LINKin represents a viable but distinctly second choice to joining a true shared-catalog consortium. Material sharing for patrons would be improved over the current interlibrary loan process, but there would be multiple disadvantages compared to a consortium:

- No access to materials that are not currently on shelf at other member libraries
- A less integrated borrowing experience for users
- Longer lead times for holds to be delivered
- Limited technical support
- Inconsistent policies between members

² While there are other consortia in northern Illinois, (Pinnacle, PrairieCat, Rock River, RSA, and SWAN) CCS is the appropriate option for MPPL based on location. See Appendix C for a map showing the location of consortia in the RAILS library system.

In particular, the inability for patrons to place holds on items that are checked out (not on the shelf) was considered a dealbreaker for the Task Force when comparing LINKin to a shared-catalog consortium.

The benefits of LINKin over a consortium is that it would allow a greater degree of local autonomy and independent control of cataloging and circulation policies. When considered together, the Task Force concluded that the drawbacks of LINKin outweigh the benefits of the greater quantity and quality of resource sharing in a true consortium.

Additionally, cost estimates for the LINKin model show a 30% increase over our current environment (see Appendix D). Because LINKin does not meet the definition of a “Local Library System Automation Program” ([LLSAP](#)), the resource sharing grant from RAILS is not available.

If MPPL chooses not to join a consortium and remains a standalone library, we would revert to conducting an ILS-only evaluation. If the result of that evaluation is a decision to switch to an Innovative brand ILS, we could then discuss joining LINKin in more depth.

Cooperative Computer Services (CCS)

[CCS is a group of 28 public libraries](#) that share a database for all ILS activities (see Appendix E for a list of member libraries). CCS libraries are currently using the Polaris ILS from Innovative Interfaces. CCS is a “true” resource sharing consortium, meaning that member libraries share a single database and work cooperatively to set parameters and determine the direction of the ILS.

CCS is an Illinois Intergovernmental Institution (III), structured through an Intergovernmental Agreement (IGA) between all member libraries, and adheres to the Intergovernmental Cooperation Act in Illinois (5 ILCS 220/1). It is governed through a Governing Board that consists of the Executive Director from each member library, along with a variety of multi-member advisory committees and technical groups. The CCS organization has nine employees and is headquartered in Wheeling, IL.

The Task Force recognized that there are both benefits and drawbacks to participating in CCS. We carefully evaluated the drawbacks to identify if there were any that were dealbreakers or would significantly negatively impact the community.

Pros to CCS

The most significant benefits to joining CCS are:

- A larger online catalog of materials in both volume and variety available to our patrons without having to search a separate catalog or database.
 - CCS has 7.7M items vs MPPL’s 450k

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- Patrons can place holds on items from other libraries with no staff involvement, which makes it easier and faster to get materials in patrons' hands.
- A shared patron database allows patrons to more easily visit and borrow from CCS libraries without having to register their card at each library.
- Interlibrary loan (ILL) cost and time savings, as members are able to place direct holds on titles not owned by MPPL, but still have the convenience of checking out and returning items at their home library.
- Polaris is a proven ILS and is a more modern application than our current Horizon system.
- Cost estimates show an approximate 30% decrease in ILS costs, primarily due to not needing a full time ILS Administrator position.
- The CCS organization is effective and highly supportive:
 - 99.99% uptime for CCS services
 - Regular staff training and continuing education on Polaris and cataloging
 - Centralized bibliographic database maintenance, including authorities work
 - MPPL staff would participate in an advisory group that consults with CCS staff on local cataloging practices, policies, and guidelines.
 - Staff participation in multi-library advisory committees
- Less MPPL staff support needed as CCS provides ILS and system administration

Cons to CCS

The most significant drawbacks to joining CCS are:

- Loss of some autonomy in cataloging and circulation policies. MPPL would have to use some of the same parameters as the 28 member libraries.
- Making changes to the ILS may be slower as advisory committees comprised of member library staff discuss and evaluate change requests before implementation.
- More materials will be moving between CCS libraries, making our materials less available for browsing patrons while in transit.
- MPPL materials may be used to a greater extent by non-Mount Prospect residents.
- Patrons will have to adapt to a new system, including policies and practices as well as a new look and feel to the catalog, which could be confusing or frustrating in the short term.
- There will be a large learning curve for staff in the short term.
- Staff job responsibilities would need to be adapted to the new workload and workflow due to CCS libraries requesting our materials at a higher level.

Other Libraries Input

The Task Force developed a standard set of questions and spoke to staff at CCS member libraries. We prioritized information that we could not get from CCS directly, including insights about their lived experience that may help us.

Overall, responses were positive, with no libraries stating that they were considering leaving CCS. There were some drawbacks noted, but the overall benefits to patrons greatly outweighed the occasional annoyance of participating in a cooperative. The other libraries also provided advice regarding patron preparation, staff training, and general migration issues that will be valuable to MPPL if the decision is made to join.

Pros from Other Libraries

- "Patrons love how fast materials come in."
- "I literally can't say a bad thing about CCS."
- "Some libraries don't restrict new items at all so since joining the consortium sometimes our members get new items quicker from another library than they would from us."
- "Decision making seems fair. Libraries still retain a great deal of autonomy. CCS is also very responsive to questions and concerns and is open to changes."
- "CCS could not be easier to work with or more responsive to our needs."
- "LEAP (the web-based version of Polaris) is so intuitive and so easy to navigate."
- "CCS is very responsive to questions and issues, and you feel like a partner."
- "CCS is extremely approachable and responsive to any and all requests/issues we have had. They respond rapidly and often issues are resolved the same day or the next. Honestly it feels like CCS are your co-workers."

Cons from Other Libraries

- "Any complaints we received disappeared after the first couple of months once patrons were used to it and saw the benefits. The transition is slow at first as patrons start to realize they can request material from other libraries."
- "There is some lack of control, but I haven't had an issue with this that I haven't been able to adapt to."
- "The initial response was mixed – some were not happy, and some loved it. Once they started seeing how fast their holds were coming in, they were very happy."
- "The patron hold shelves were very quickly overflowing – we weren't prepared for the space that was needed. Holds came in very fast (both an upside and downside with space issues)."
- "We have less control over our catalog. Some of the rules are frustrating for the staff and patrons."

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- “The number one complaint by far was that “lists” did not migrate. A lot of patrons were upset with that, even though we did our best to push out the messaging that if patrons have lists saved, they need to download them.”
- “Lots of complaints about not being able to know your exact place on the hold list. You will hear the squeaky wheels at the desk. Lots of people said they didn’t like the new catalog. But the numbers prove the point – so many patrons started getting items from other libraries. It was absolutely the right thing to do. Especially in the Chicago area with so many great libraries. It’s a no-brainer.”

Staff Input

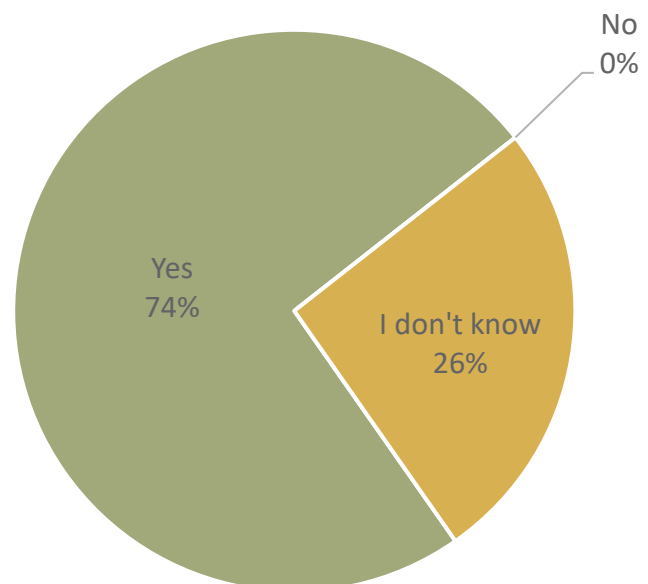
A staff survey was conducted for two primary reasons, 1) to ensure that the Task Force was investigating all of the necessary areas and 2) to gauge reaction to the potential change to CCS. Staff also communicated directly with Task Force members with detailed questions and suggestions. Task Force members met separately with ILL staff to discuss the impact of joining a consortium and answer questions.

Overall, the majority of staff believe that joining a consortium would be a benefit for the Mount Prospect community. It should be noted that there were a number of highly specific questions about changes to job responsibilities, shared policies and procedures, and how the new ILS would work. While these types of questions were expected, it highlights the need for a thorough orientation and education for staff before and during the migration.

Staff who have either worked at or whose home library is in a consortium rated their experience highly, and the most common consortium staff have experience with was CCS.

Staff Survey: Benefit to Community

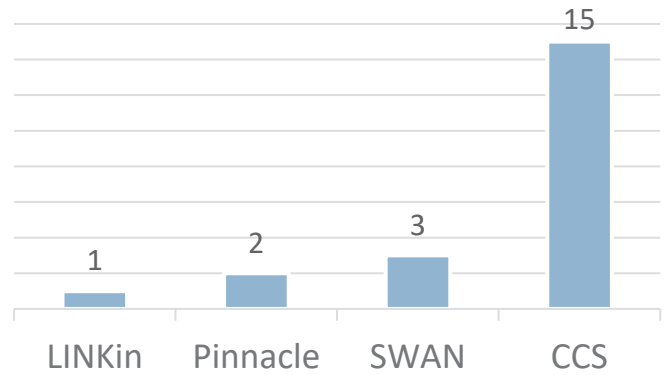
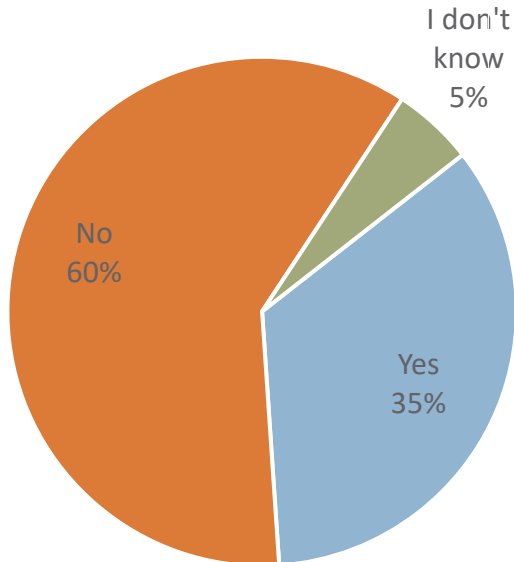
Do you feel that joining a consortium would be a benefit to the MPPL community?



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Staff Survey: Consortium Experience - WORK

Have you **worked** at a library that is part of a consortium? If yes, how would you rate your experience? If yes, what consortium?

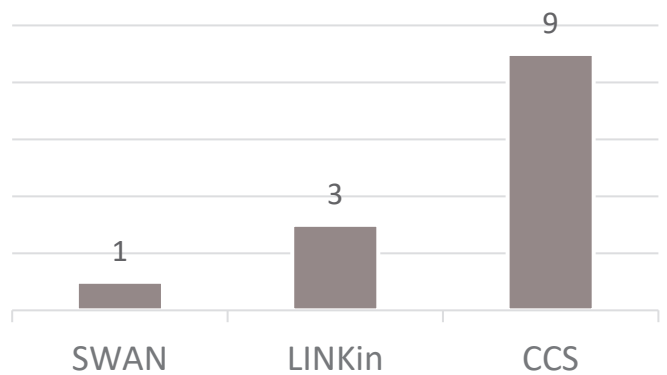
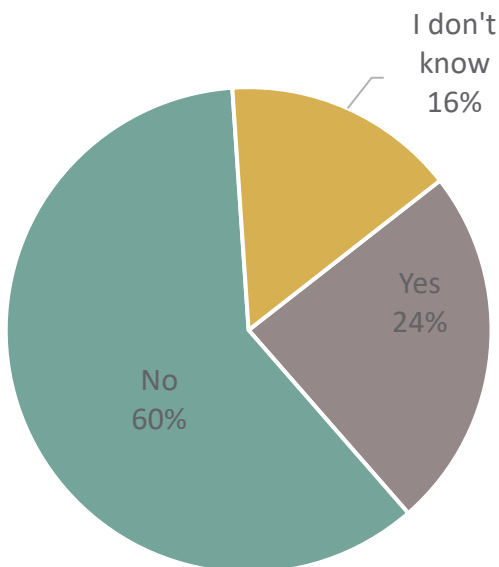


Average Rating 4.53



Staff Survey: Consortium Experience - HOME

Is your **home** library part of a consortium? If yes, how would you rate your experience? If yes, what consortium?



Average Rating 4.58



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CCS Timeline

Once a library's Board approves the CCS Intergovernmental Agreement and the CCS Governing Board accepts the new member, migration and implementation takes about ten months. However, there are other factors that play into the actual timeline for a specific library. For MPPL, the other factor that exists is that the Warren-Newport Public Library is already in line to join CCS, and their anticipated go-live date is around October 2023.

This means that MPPL would join the CCS queue, begin migration in January of 2024, and our go-live date would be around October 2024. This sounds like a long wait, and it is, but there are some benefits:

- Our Sirsi-Dynix contract doesn't expire until 2025
- We are able to spread our CCS costs over more years
- We would have time to reconfigure the Circulation and CBS workspace, allowing us to automate our processes by installing an appropriately sized Automated Materials Handler (AMH, aka sorter). This is part of the Master Facility Plan and could be the first project we undertake.
- We have several other large system migrations scheduled, and there would be less overload on staff capacity to learn new systems.
- Extended time to prepare and communicate to patrons
- Extended time to evaluate and adjust staff responsibilities

CCS Costs

After MPPL's current Sirsi-Dynix contract expires, ILS costs would decrease by about 30% if we joined CCS. We would try to negotiate an early release from Sirsi-Dynix, but the table below shows the estimated maximum costs for the next four years.

CCS Cost Comparison					
	Fully Sirsi	Planning Year	Migration Year	Overlap Year	Fully CCS
	2022	2023	2024	2025	2026
MPPL ILS Manager	\$ 65,000	\$ -	\$ -	\$ -	\$ -
Sirsi-Dynix* + OCLC	\$ 72,300	\$ 82,400	\$ 78,900	\$ 70,200	\$ -
Novelist, Library Aware, RDA Toolkit	\$ 7,900	\$ 7,900	\$ -	\$ -	\$ -
CCS Investment	\$ -	\$ 30,000	\$ -	\$ -	\$ -
CCS Implementation	\$ -	\$ -	\$ 57,815	\$ -	\$ -
RAILS Grant	\$ -	\$ -	\$ (66,800)	\$ -	\$ -
Annual CCS Membership + OCLC	\$ -	\$ -	\$ 34,800	\$ 100,300	\$ 102,306
TOTAL BY YEAR	\$ 145,200	\$ 120,300	\$ 104,715	\$ 170,500	\$ 102,306
			Total cost savings:		-30%
*Base costs + extra for support during transition w/o an ILS Manager in 2023 and 2024					

CCS costs were quoted based on educated estimates from MPPL. Actual membership fees would be recalculated during the CCS budgeting process in March (and could potentially go down since there will be one more library in CCS by that time). Costs are adjusted from year to year based on factors such as the number of user licenses, materials budget, the number of libraries in CCS, and inflation.

Because CCS is a recognized Local Library System Automation Program (LLSAP) by our local library system, RAILS, we are eligible for a grant to offset the costs of joining a consortium. The grant amount shown is estimated and is dependent on the RAILS budget at the time of application. See Appendix F for a letter of support from RAILS.

Conclusion

As we considered all of the information gathered, we carefully determined if any of the negatives identified with joining CCS were dealbreakers, and the answer is no. Many of the drawbacks revolve around getting to a new normal, such as staff and patron training and handling a different type of workload. There will be some loss of local control over cataloging and circulation policies, but those drawbacks do not outweigh the benefits of the increased collection and non-mediated requests we can offer our community. In effect, joining CCS increases the collection available to the community on the order of 17 times beyond its current size (450,000 vs. 7,740,000).

Recommendation

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

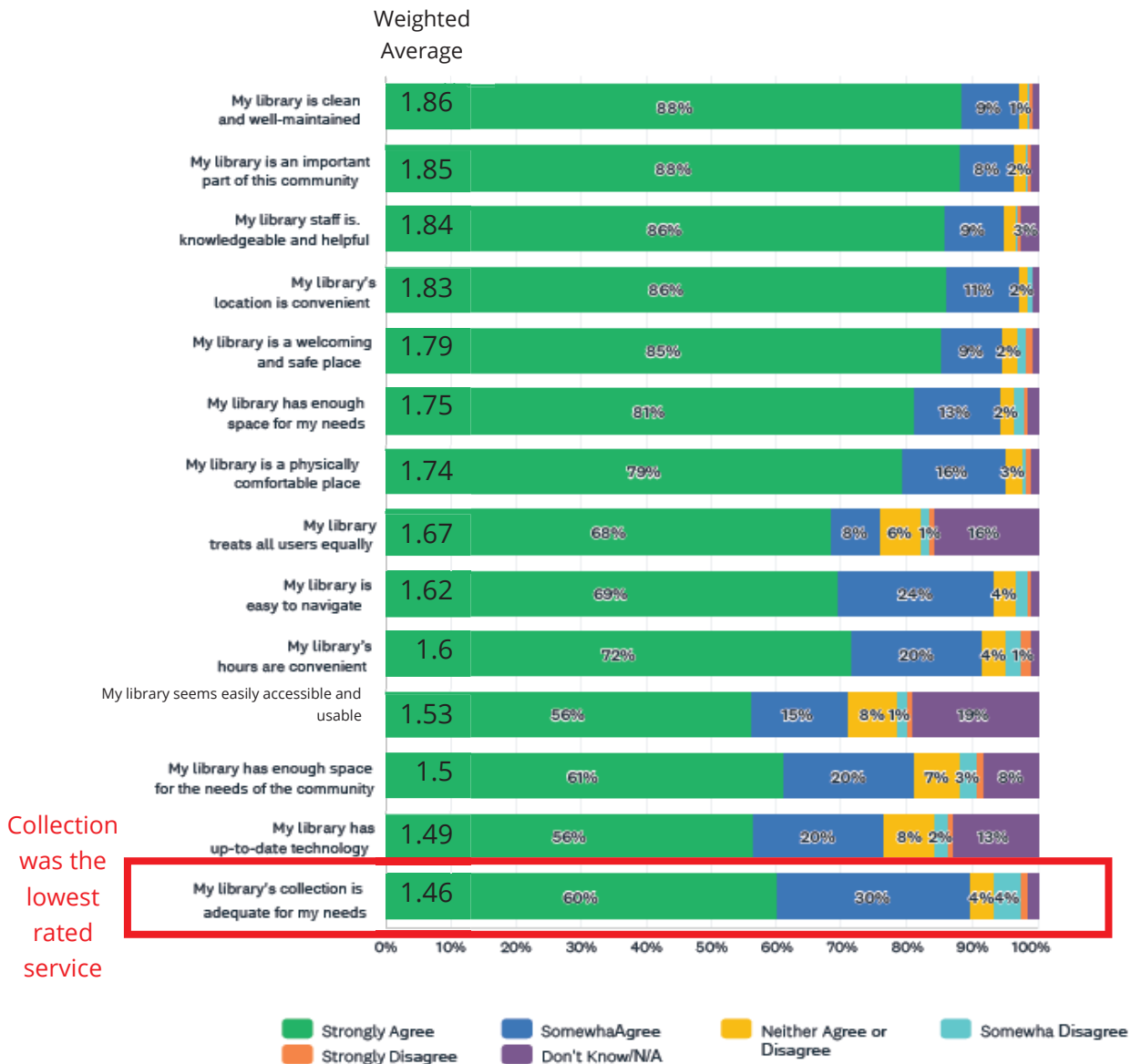
Appendices

Appendix A - Strategic Plan Community Input

Appendix A1: Question 10 on the Community Survey³

Q10 For each of the following statements describing the Mount Prospect Public Library location you use most often, please indicate how strongly you agree or disagree. Please consider your experience prior to the COVID-19 pandemic.

Answered: 1,639 Skipped: 383



³ To get the weighting, positive responses "Strongly Agree" and "Somewhat Agree" are scored as +2 and +1. Negative responses "Strongly Disagree" and "Somewhat Disagree" are scored -2 and -1. The other two responses get 0 points.

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Appendix A2: Strategic Retreat Voting Results

High Level Focus Area	Cat Total	Sub Category	Basic Idea Cluster Overall Concept	Total Vot
Community - Focused Services and Awareness	83	Services & Programming	Increase service offerings (passports, notary, DMV, business center, etc.)	12
		Services & Programming	More convenient programs / drop-ins / maybe more outdoors	10
		Services & Programming	Library field trips / travel programs-trips	9
		Services & Programming	More large scale programs (big events)	9
		Services & Programming	Intergenerational / all-ages programming	8
		Services & Programming	Deeper more sophisticated, science, cultural and other programs	8
		Services & Programming	Increase technology help and make it easy for everyone to access (especially lower skill users or ESL users)	8
		Services & Programming	Increase level of social services in the library (staff or through partnerships)	6
		Services & Programming	Increase newcomer / ESL services	4
		Services & Programming	After hours programs, events, and even over-nights	4
		Services & Programming	Job search and resume assistance	2
		Services & Programming	Mental health programs	1
		Services & Programming	Create business networking opportunities	1
		Services & Programming	Offer virtual reference services	1
	54	Service Locations & Availability	Increase outreach services	16
		Service Locations & Availability	Add Bookmobile or other services (lockers, vending) that extend materials availability out to the community	15
		Service Locations & Availability	Add transportation services (maybe between branch shuttle)	9
		Service Locations & Availability	Service location Northside	8
		Service Locations & Availability	Increase library card availability / easier access especially for school kids	6
	49	Marketing and Info Access	Upgrade / Improve / Further invest in Library marketing and PR to improve community awareness	27
		Marketing and Info Access	New / improved website	17
		Marketing and Info Access	Various ideas around raising awareness around the value of the library and the services/resources it offers	5
	10	Outreach	Increase local partnerships	9
		Outreach	More direct engagement with teachers in terms of resource awareness	1
	6	Community Focused	Evaluate all (card and borrowing) policies and open hours of both locations	4
		Community Focused	Increase fundraising efforts in conjunction with Friends	2
User Focused Facilities	131	Improve / Renovate Space	General space renovation needs but especially 2nd floor	26
		Improve / Renovate Space	Improve wayfinding, signage, and usability of the library	20
		Improve / Renovate Space	Increase and expand the variety of meetings spaces (study rooms, meeting rooms, collaboration spaces, etc.) more technology in these	20
		Improve / Renovate Space	Upgrade / expand South Branch	14
		Improve / Renovate Space	Renovate/Overhaul Lobby / Entrance areas and experiences	11
		Improve / Renovate Space	Add a Makerspace / Creativity Space / Digital Studios	8
		Improve / Renovate Space	Increase / improve Teen Space	8
		Improve / Renovate Space	Dedicated space for 8-11 year olds	7
		Improve / Renovate Space	Create outdoor space/garden (likely balcony/patios or at entrance)	5
		Improve / Renovate Space	More casual / comfy spaces in the Library	5
		Improve / Renovate Space	More face out merchandising and staff picks	4
		Improve / Renovate Space	Add / improve coffee/vending/food options	2
		Improve / Renovate Space	Add gallery space	1
Improved and More Readily Available Materials and Resources	45	Consortium & Catalog	Investigate the joining of a consortium (ILS, Materials, Etc.)	25
		Consortium & Catalog	Deepen collections, and increase availability of popular titles	9
		Consortium & Catalog	Improved catalog and search	7
		Consortium & Catalog	Increase materials and availability of those materials	4
	33	Resources	Increase the Library of Things collection	10
		Resources	Expand access to laptops / tablets/ and portable technology	7
		Resources	Right-size adult collections	6
		Resources	Keep technology more current (increase investment in tech)	5
		Resources	Improve Wi-Fi	2
		Resources	Increase databases	1
		Resources	Create a "Library of People/Humans/Experts"	1
		Resources	Add a Digital Media Station	1
	31	Internal Organization Development	Work to break down the internal barriers of the organization, more cohesion, more teamwork, less silos	10
		Internal Organization Development	Improve internal and external support of EDI/DEI initiatives: improve diversity of hiring and resources/materials	9
		Internal Organization Development	Increase staff training and cross training	7
		Internal Organization Development	Increase opportunities and usage of volunteers	5
		Other	Library pet	4

Joining a consortium was the third highest request out of 55

Appendix A3: Strategic Plan Survey Comments

For Joining a Consortium

1. Joining a consortium could help with getting more access to more materials.
2. For 20-30 age group—used to getting things on demand—if we could better understand and anticipate those needs more proactively would be beneficial for all.
3. Would be helpful if were part of the consortium, Consortium operating in region that has gotten more members in recent years. Get idea that many would like to be pursuing if were not as locked into current ILS system, why wouldn't we be part of a bigger group? Only downside sometimes materials checked out to others when wanted. A lot of work at first but really good once set up.
4. Materials sharing is going to become increasingly critical. Joining a consortium would make that a better experience for patrons, Other benefits—2 available and each approach mission differently—one strong public catalog and interface, one pushing what's available through central office and work on discovery tool.
5. MPPL really needs to join a consortium to expand the access to materials/collections (mostly unanimous support for this idea in the group), We've been getting more and more questions about being a part of a consortium when people first register for library cards. The downside is limits on our ability to set our own policies. But I'm not sure how much we're collectively viewing that as a real obstacle these days.
6. Have worked hard to keep staff technology tools up to date, ILS more challenging—IIS horizon definitely most in need of repair and up to date, have a long term agreement but could get out of—more of a price lock, ILS not user friendly from a staff standpoint
7. Onerous to get a book from another library—want to read “The End of Policing” but can't get it—hard to figure it out, the impact on ILL would be extremely positive.
8. Horizon ILS system is dated and not great for users.
9. Wish MPPL would sign up to be a member of the CCS Library Consortium. We moved during covid from another town that was a member of that network and we used our old library so much specifically because of the ability to easily borrow from the other libraries in the area. Our family has borrowed less since we moved (and we used to be big readers, especially my child) because MPPL has a small catalog of books to choose from. We tend to look for specific titles to put on hold online rather than browse the physical shelves of the library. And we have just been disappointed with the selection. I am aware of the InterLibrary Loan service and it is just not the same as being part of the CCS network. It's less efficient and MPPL just does not always have the newest books and variety of the titles/genre. Des Plaines, Prospect Heights, Niles have long been on this system.
10. I often find books I'm looking to borrow are available from nearby libraries but not in Mount Prospect's catalog...it would be nice if there was a library share.

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11. I found I had to go to other libraries to get the books I wanted.
12. More sharing with other libraries instead of inter library loans.
13. Nor obvious, readily available, and user-friendly Interlibrary Loan services. As it currently stands, one would think you're trying to hide its availability, then when found, make it so hard to use as to discourage use. Unacceptable in this day and age and per the cooperative integration needs mentioned above.
14. Catalog that integrates with neighboring libraries' catalogs. It's disgraceful that the library doesn't connect and share more seamlessly for patrons the dozens of libraries within easy range of us.
15. Larger network of libraries from which to loan materials that the MPPL may not have.
16. It should be easy to find books from other libraries on MPPL.org but it is impossible. ArHts, Indian Trails and Des Plaines libraries all list items at NW suburban libraries by default. MPPL just lists that there is the old interlibrary loan option.
17. My father's library lets them request things from a bunch of other libraries, right in their catalog. I wish we could do that.
18. I downgraded the collections are adequate. In one way they are not. Many times I have needed a book for book club in 4 weeks and the copies that the libraries have are out. Other libraries are still able to get that book for me because they are members of a large consortium of libraries that books can be requested from. Please consider paying for this service.

Want Larger Collection

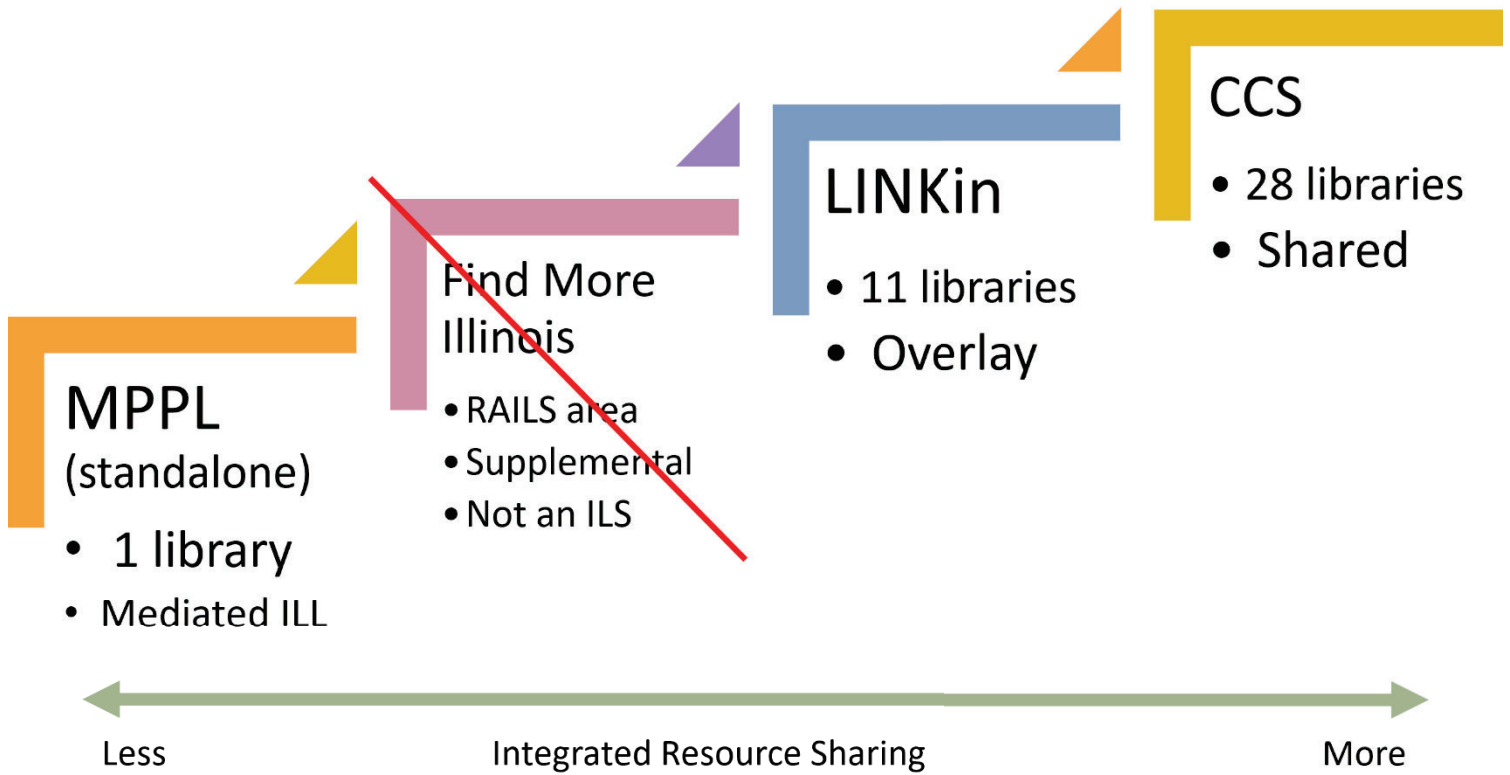
1. That, and I wish the collection were bigger.
2. Too often, the library does not have every book in a fantasy/sci-fi series.
3. It's a 50/50 chance if you have the book I'm looking for.
4. The Video libraries elsewhere seems bigger.
5. I think other libraries have more video than MP but I could be wrong. It looks that way on other visits.
6. Always more copies of items that are in high demand to reduce hold waits.
7. Short term, I would like to have access to a larger catalog of physical books.

Against/Questioning Joining a Consortium

1. Not sure consortium would be helpful—is control over collection lost-if it's not broken why fix it.

Appendix B - Resource Sharing Options

Resource Sharing Options

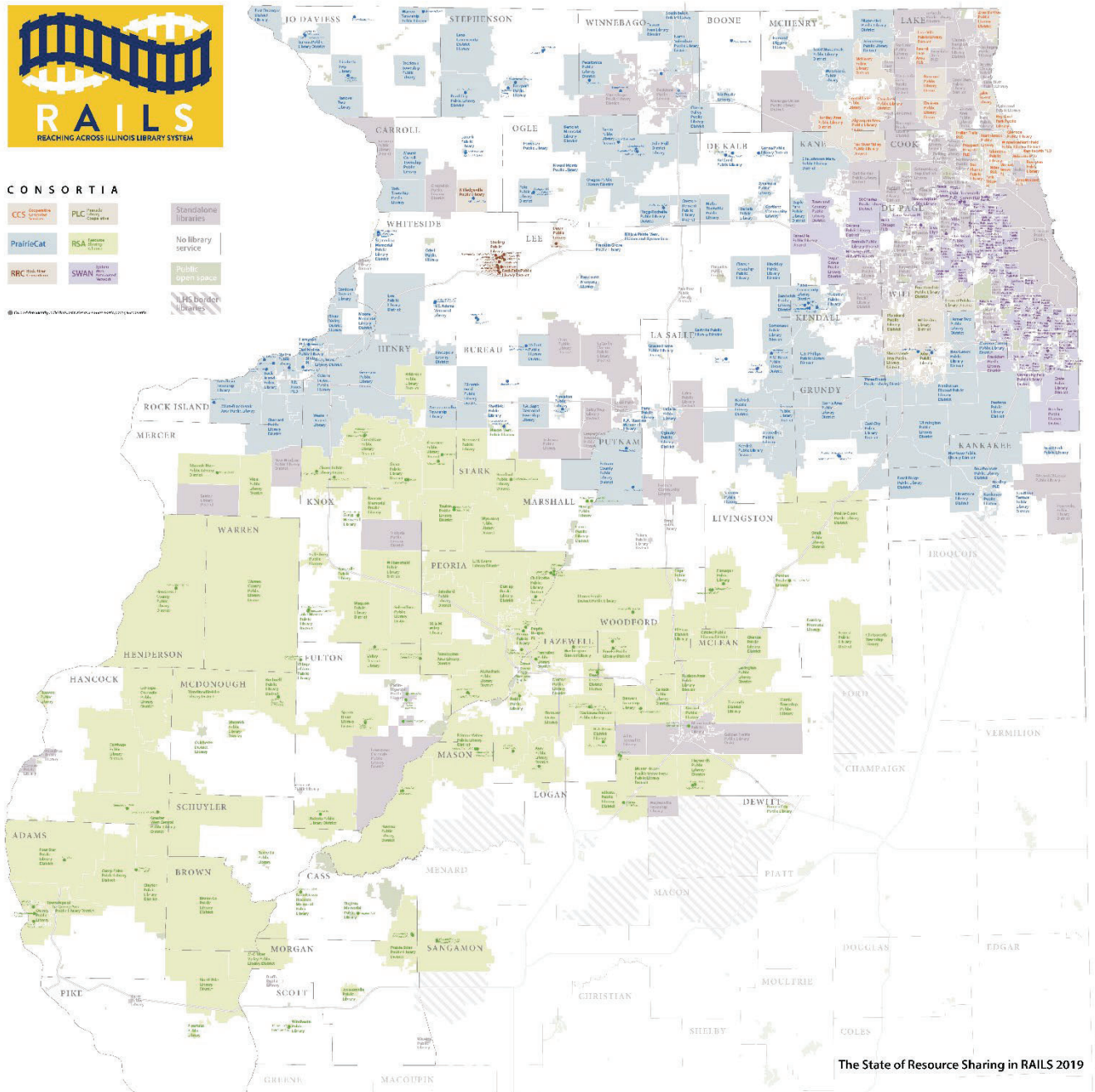


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Appendix C - RAILS Resource Sharing Map

Since this map was created in 2019, Palatine Public Library has joined CCS, and Warren-Newport is scheduled to go live with CCS around October 2023.

Visit the [RAILS website for a larger version of the map.](#)



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Appendix D - LINKin Costs

LINKin Cost Comparison					
	<i>Fully Sirsi</i>	<i>Planning Year</i>	<i>Migration Year</i>	<i>Overlap Year</i>	<i>Fully Innovative w/ LINKin</i>
	2022	2023	2024	2025	2026
MPPL ILS Manager	\$ 65,000	\$ 66,625	\$ 68,291	\$ 69,998	\$ 71,748
Sirsi-Dynix ILS	\$ 67,600	\$ 67,600	\$ 68,900	\$ 70,200	\$ -
Innovative ILS estimate	\$ -	\$ -	\$ 50,000	\$ 70,000	\$ 72,100
OCLC	\$ 4,700	\$ 4,800	\$ 4,900	\$ 5,000	\$ 5,100
Novelist, Library Aware, RDA Toolkit	\$ 7,900	\$ 7,900	\$ 7,900	\$ 7,900	\$ 7,900
RAILS Grant	\$ -	\$ -	\$ -	\$ -	\$ -
Annual LINKin Membership	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000
TOTAL BY YEAR	\$ 147,222	\$ 148,948	\$ 202,015	\$ 258,123	\$ 191,874
			Total cost increase:		30%

Appendix E – CCS Member Libraries

CCS member libraries are listed below. Warren-Newport Public Library is slated to join in the fall of 2023.

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

Appendix F – RAILS Letter of Support



125 Tower Drive
Burr Ridge, IL 60527
630.734.5000
630.734.5050
railslibraries.info

Su Reynders, Executive Director
Mount Prospect Public Library
10 S Emerson St, Mount Prospect IL 60056

Dear Su,

Thank you for reaching out regarding your library's interest in expanding your patrons' access to library resources by joining the Cooperative Computer Services (CCS) consortium. CCS and the other five shared catalog consortia in the RAILS service area are important partners in our [goal](#) to ensure sustainable, equitable resource sharing for all member libraries, and we're proud to support each of these groups with an annual grant that directly supports their operations and goals. We also support their growth with the [Catalog Membership Grant](#) program, which helps make catalog software and the other benefits of membership in a shared catalog consortium attainable for any eligible RAILS member library by offsetting many of the one-time expenses required to join.

Participation in a shared catalog consortium helps libraries meet the expectations of RAILS membership ([23 ILAC 3030.200](#)) by expanding access to resources for their own patrons and facilitating the free and easy sharing of their collections with the patrons of other libraries. RAILS in turn is responsible for supporting these resource sharing activities ([23 ILAC 3030.215](#)) with our grants to the shared catalog consortia and their newly joining members, by helping members address their interlibrary loan and reciprocal borrowing responsibilities, and through the delivery service that transports the materials libraries share with each other.

RAILS's [mission statement](#) is "We Connect Libraries," which echoes the Illinois Library System Act's ([75 ILCS 10/1](#)) founding directive of "encourag[ing] cooperation among all types of libraries in promoting the sharing of library resources." Our mindset of promoting and expanding resource sharing fuels everything we do, and shared catalogs like CCS are foundational to the culture of sharing and cooperation among Illinois libraries. We're delighted that you're considering CCS membership, and look forward to working with you in support of this effort. Please reach out to me with questions or if there's anything RAILS can do to help as you work through your decision-making process.

Sincerely,

Anne Slaughter
RAILS Director of Technology Services

MEMO — PERSONNEL POLICY UPDATES

Mount Prospect Public Library

To: Board of Trustees
From: Susan Reynders, Executive Director
Date: November 17, 2022
Re: Personnel Policy Updates

Comments: We are recommending some updates to a few of our personnel policies. There are three primary reasons why we are recommending these updates:

1. To streamline and standardize language and operations to make it easier for staff to understand and HR to implement.
2. To reflect the current environment, including updates to address new laws.
3. To support recruitment and retention by identifying additional staff benefits that do not significantly impact the budget or library operations.

Below is a summary of the significant changes and the reason behind it. In the packet after this memo are the actual redlined policies. I ask that the board review these recommendations and be prepared to amend/approve at the December 15 meeting.

Summary of Personnel Code Changes for 11/17 Board meeting

Section D – Introductory Period

1. **Section IIIA - Policy:** Standardize to a 6-month introductory period for all employees.
 - a. Reason 1: Six months is more than enough time to evaluate a new employee's performance. If there is a special circumstance, the period may be extended.
 - b. Reason 2: Standardization allows streamlining of processes and procedures.
2. **Section IV B and C - Procedures:** Simplify the language to make it easier to understand and eliminate an unnecessary explanation.
 - a. Reason 1: Simplified language and policies are easier for the employee to understand and for HR to administer.

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

1. **Section ID1c – Salary Ranges:** Remove the three-year exception.
 - a. Reason 1: High performing long-term employees could receive a lump sum calculation annually instead of a salary increase.
2. **Section ID3a – Bonus Award:** Restrict bonus recommendations to the employee's immediate supervisor.

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- a. Reason 1: The immediate supervisor knows the employee's work best and is in the best position to fairly distribute bonuses among their direct reports.
 3. **Section ID3a iii, iv, vi – Bonus Award:** Eliminate criteria iii, iv, and vi.
 - a. Reason 1: The eliminated criteria are less specific to job performance, and more specific criteria helps to recognize employees appropriately.
 4. **Section ID3 b and c – Bonus Award:** Pat on the Back and Employee of the Moment Award language removed.
 - a. Reason 1: These specific awards were phased out by staff recommendation and replaced with our current "Above and Beyond" award during the pandemic.
 - b. Reason 2: Special, small awards such as this should not be codified in the Personnel Code, they should be flexible and adaptable to meet the library and employee's current situations.
 5. **Section IIC3 Hours of Work and Paydays Policy:** Remove the language prohibiting employees from leaving library property during their breaks.
 - a. Reason 1: We don't have a good reason to mandate where employees take their breaks. If an employee is consistently late or otherwise abusing their breaks it will be handled as an individual disciplinary matter.

Section G – Benefit Time – Vacation, Personal, Holiday, etc.

NOTE: *Why does MPPL have so many different types of leave? Most are mandated by law, including: sick, bereavement, jury duty, blood donation, organ donation, FMLA, voting, school visitation, and VESSA. While we can give more than legally required, we cannot eliminate or give less. The MPPL-controlled leaves are vacation, holidays, parental, personal, birthday, and unpaid.*

1. **Section ID2 - Eligibility:** Change the vacation model from time expiring at the end of the calendar year to a rolling 12-month period.
 - a. Reason 1: Maintaining a hard 12/31 deadline causes scheduling issues as employees try to use up their time by the end of the year.
 - b. Reason 2: A rolling calendar year is far easier to set up and maintain by HR staff because it eliminates special situations that require manual data entry (like individual requests to carry over additional time off) and it fully automates the process.
2. **Section IE – Vacation Accrual Schedule:** Eliminate the middle accrual category (6-10 years) and increase the minimum from 2 weeks to 3. Update the language to our current usage of a salary scale (Grade 9) instead of position descriptors.
 - a. Reason 1: Increase retention and recruitment by allowing employees to reach the maximum vacation accrual faster.
 - b. Reason 2: Potentially decrease turnover, which is costly in operations and budget.
 - c. Reason 3: The impact of this change is minimal to library operations and budget.
 - d. Reason 4: Streamline the administration of vacation benefits by HR staff.

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- e. Reason 5: The terms “librarian” and “management” don’t accurately reflect our current environment of using a salary scale with defined grades.
- 3. **Section II B – Holidays Scope:** Clarify and simplify the language and make it more explicit.
 - a. Reason 1: Simplified language and policies are easier for the employee to understand and for HR to administer.
 - 4. **Section IIC – Holidays Policy:** Add closing at 5:00pm on Thanksgiving Eve as per Board action on 10/20/22.
 - a. Reason 1: The Board approved this change at the October 20, 2022 meeting.
 - 5. **Section IIF – Holidays Policy:** Change the time to use floating holidays to a more concrete 60 days without exceptions.
 - a. Reason 1: Holiday time is meant to be used in a timely manner, and the faster an employee uses it the easier it is to manage.
 - 6. **Section IV – Bereavement Leave:** Senate Bill 3120 was signed into law on June 9, 2022. The law significantly amends the state’s Child Bereavement Leave Act, now named the Family Bereavement Leave Act (FBLA).
 - a. Reason 1: Update the language to accommodate the new law, most significantly to allow 2 weeks of unpaid leave.
 - 7. **Section IV – Bereavement Leave:** Increase paid bereavement leave from three days to five days.
 - a. Reason 1: To provide employees more paid time to grieve, attend out of town services, estate planning, etc.
 - b. Reason 2: The current use of bereavement leave is very modest, and this change does not significantly impact library operations or budget.
 - 8. **Section V – Parental Leave:** Add paid parental leave to support the arrival of an addition to an employee’s immediate family.
 - a. Reason 1: Increase retention and recruitment by becoming more family friendly.
 - b. Reason 2: More libraries are moving in this direction, including Palatine, Naperville, Prospect Heights, Schaumburg, Skokie, Indian Trails, and more.
 - c. Reason 3: Employees already are eligible for unpaid leave through FMLA, so there will be no additional burden on staffing as we already have to work through parental leave.
 - d. Reason 4: Current use of unpaid parental leave is very modest, and this change does not significantly impact library operations or budget.

Personnel Code Section D

Introductory Period

I. Purpose

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

II. Scope

- A. This policy applies to all positions.

III. Policy

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

IV. Procedures

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

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Personnel Code Section D – Introductory Period

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

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Personnel Code Section F

Compensation and Recognition, Hours of Work, and Paydays

I. Salary Program Administration

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

D. Salary Program Elements

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

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Personnel Code Section F - Compensation

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

3. Special Awards

- a. **Bonus Award.** All employees are eligible to receive a bonus award. Employees may be nominated for such an award by ~~a fellow employee, a supervisor or member of the administrative staff~~ their immediate supervisor. All bonus awards are subject to the approval of the Executive Director. Taxes as appropriate are deducted. Criteria for consideration of a bonus award are as follows:
 - i. Saving the Library money by recommending and working toward the implementation of a new technology or other means to streamline a process, correct an existing situation and/or eliminate or substantially reduce a budget line item.
 - ii. Meeting and solving unexpected challenges and difficulties of the workplace with a positive attitude.
 - ~~iii. Excellent performance of special assignments and/or duties made by the Executive Director and/or Library Board.~~
 - ~~iv. A commitment to professionalism and/or professional activities which goes beyond normal expectations and which involves a substantial amount of personal time and effort including actual activities in professional organizations which are recognized as outstanding.~~
 - ~~v.iii.~~ iii. An employee's exceptional idea, action, program or service which has had a positive and significant impact on community relations; made a significant improvement in a department or Library operation; made a significant contribution to staff morale and development; led to development of a new service or reorganization of an existing service.
 - ~~vi. Frequent use of an exceptional knowledge, talent or skill for the benefit of the Library.~~
 - ~~vii.iv.~~ iv. Outstanding relations with patrons; exceptional actions, attitudes, service.
 - ~~viii.v.~~ v. Outstanding relations with co-workers; exceptional interpersonal skills.
- ~~b. Pat on the Back Award. Staff may nominate a coworker for the "Pat on the Back" award for performing above and beyond the call of duty, consistently doing a good job, a job well done, plugging away, outstanding work and other similar reasons. Supervisory staff are not eligible to be nominated or to nominate. Selection is made on a monthly basis by a staff committee consisting of prior winners. The Friends of the Library may provide a token gift of appreciation for the winner and sponsors an annual luncheon for the winners.~~

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

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

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

II. Hours of Work and Paydays

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

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Personnel Code Section F - Compensation

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

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

Personnel Code Section G

Benefit Time – Vacation, Personal, Holiday, etc.

I. Vacations

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

E. Vacation Procedures and Guidelines

- 1. Vacations may be taken as whole weeks or as whole or partial days.
- 2. Selection of vacation dates must not interfere with Library or departmental business and is subject to approval of the employee's department manager. The Department Head's approval is determined by adequate staffing levels to operate their

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

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

Full Time (37.5 hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
Less than 5 years	2-3 weeks (75 hrs)	12 days	3 days	7 paid holidays
6 through 10 years	3 weeks (112.5 hrs)	12 days	3 days	7 paid holidays
10 or more More than 5 years of service and <u>Grade 9 and up all Librarians and Management</u>	4 weeks (150 hrs)	12 days	3 days	7 paid holidays

Regular Part Time (scheduled to work 20 or more hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
Less than 5 years	Paid 2-3 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled
6 through 10 years	Paid 3 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled
10 or more More than 5 years of service and <u>Grade 9 and up all Librarians and Management</u>	Paid 4 weeks (prorated to number of hours regularly scheduled per week)	12 days (prorated to number of hours regularly scheduled per week)	no paid personal time	Paid for number of hours regularly scheduled

General Part Time (scheduled to work fewer than 20 hours per week)				
Total Years' Service	Vacation	Sick	Personal	Holidays
Less than 5 years	Unpaid 2-3 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled
6 through 10 years	Unpaid 3 weeks (prorated to number of hours regularly scheduled per week)	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled
10 or more More than 5 years of service and <u>Grade 9 and up all</u>	Unpaid 4 weeks	no paid sick time	no paid personal time	Paid for number of hours regularly scheduled

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Personnel Code Section G – Benefit Time

Librarians and Management	(prorated to number of hours regularly scheduled per week)			
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II. Holidays

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

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

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

III. Sick Leave

- A. **Purpose.** To provide income protection for employees who, because of illness (including pregnancy, childbirth, or related medical conditions) or injury, are temporarily disabled and unable to perform the employee's regular job or any other assignment offered. Sick leave may also be used for medical appointments that cannot be scheduled outside of an employee's scheduled hours of work and when needed due to an illness, injury, or medical appointment of a family member for whom the employee is providing care.
- B. **Scope.** This policy applies to all full-time employees and regular part-time employees who receive sick leave benefits. In addition to being used when an employee is unable to work

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due to the employee's own medical condition, sick leave may be used to care for an ill relative in the employee's immediate family. Immediate family is defined as employee's spouse, civil union partner, child (including a stepchild and a child placed with the employee for adoption or foster care), parent, stepparent, mother-in-law, father-in-law, grandparent, grandchild, or other member of the household for whom the employee is providing care. Other family-related hardship may be brought to the attention of Human Resources or the Executive Director for special consideration to allow the use of sick time. Sick time also may be used for medical appointments that cannot be scheduled outside of the employee's regular working hours. General part-time employees are not eligible for sick leave benefits.

C. Policy.

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

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

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

E. Use of Benefits

1. Sick leave benefits may not be used for any purpose not specified in this policy unless approved by the Executive Director. Misuse of sick leave benefits may result in discipline up to and including dismissal.

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- Supervisors will record paid sick leave time on the employee timeclock.

F. Health & Safety

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

IV. Bereavement Leave

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

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

C. **Policy.**

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

D. **Procedures**

- Full-time and (regular and general) part-time employees are entitled to bereavement pay of up to five (5) days to use for the purposes of grieving, planning arrangements, attending funeral (or celebration of life) events, and/or handling estate issues for any of the covered family members. Pay will be computed based on the hours an employee otherwise would have been scheduled to work on those days.
- When practicable, an employee should provide at least 48-hr notice prior to taking any bereavement leave (paid or unpaid). An employee may use paid sick leave benefit, if available (based on their benefit status and accrual balances), to supplement the remainder of their unpaid bereavement leave.

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3. Family bereavement leave can be taken simultaneously with other leave options (i.e. Family and Medical Leave Act, Personal Leaves of Absences, etc.) and cannot be used as an extension to other qualified leaves. Pursuant to the Illinois Child Bereavement Leave Act, up to six (6) weeks of bereavement leave may be taken in the case of the death of a second child of the employee within a 12-month period.

~~A. In the event of a death in an employee's immediate family or their spouse's or civil union partner's immediate family, an employee is entitled to take time off. Three days will be paid to the extent they otherwise would be work days. For a part-time employee, pay will be computed based on the hours they otherwise would have been scheduled to work on those days. "Immediate family" is defined as the employee's spouse or civil union partner, child, parent, sibling, or any individual who resides in the employee's home. Other similar family relationships may be brought to the attention of the Director of Human Resources and Executive Director for special consideration.~~

~~B. For any other death in the family, full-time and regular part-time employees are entitled to take off the day of the funeral with pay, to the extent it would have been a scheduled workday. Employees should be prepared to provide proof of relation and attendance at the funeral.~~

~~C.A. Additional time off may be taken, as needed, in accordance with the Library's other paid and unpaid leave policies, including the paid personal time off and unpaid personal leave policies. In the event of the death of a child of an employee, up to two weeks of leave may be taken by eligible employees pursuant to the Illinois Child Bereavement Leave Act (or six weeks in the case of the death of a second child of the employee within a 12-month period).~~

V. Parental Leave

A. **Purpose.** To provide paid time off to support the arrival of an addition to an employee's immediate family.

B. **Scope.** All full-time and regular part-time employees with 12 months of credited service are eligible for parental leave.

C. **Policy**

1. The Library will grant eligible employees up to six (6) weeks of pay per year to care for and bond with a newborn or newly adopted child/children under the age of 18.

a. A year is defined on a "rolling calendar" basis.

b. Multiple births or adoptions, such as the birth of twins or adoption of siblings, do not increase the six-week total amount of paid parental leave granted for that occurrence.

c. The adoption of a child by a new spouse is excluded from this policy.

d. Employees will not receive more than six weeks of paid parental leave in a rolling calendar, regardless of whether more than one birth or adoption event occurs within that rolling calendar time frame.

D. Procedures

- 1. Request for Leave.** An employee must provide notice of their request to use parental leave as soon as is practical. If the need for leave is foreseeable, a request should be made at least 30 days in advance of the requested leave. In the event adequate notice is not provided, the Library may delay the start of parental leave benefit.
- 2. Duration and Scheduling of Leave.** Leave may begin no earlier than the birth or placement of the child(ren) and must end within 12 months immediately following the birth or adoption.
 - a. Paid parental leave must be taken in one period of six (6) consecutive weeks;
 - b. Paid parental leave will run concurrently with the employee's eligibility for Family and Medical Leave Act (FMLA) benefits. Paid parental leave cannot be used to extend FMLA qualifying leave benefits.
- 3. Compensation and Benefits**
 - a. Paid leave granted under this policy is compensated at the employee's current pay rate based on the employee's regular scheduled weekly work hours as defined by their current position and schedule.
 - b. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. All standard payroll taxes and benefit deductions will apply.
 - c. The employee must continue to pay their portion of benefit premiums (if any) through payroll deductions.
 - d. Unused paid parental leave may not be carried over and will be forfeited 12 months following the employee's eligibility for the parental leave benefit.
 - e. Once an employee has exhausted their six weeks of paid parental leave, any additional leave time (if approved) will be unpaid, unless the employee uses any available sick and/or vacation time benefits.
 - a.f. Upon separation of employment, the employee will not be paid for any unused paid parental leave for which they would have been eligible.

VI. Paid Personal Time Off

- A. Purpose.** To provide a means for employees to secure limited time off when such time is needed for important personal reasons.
- B. Scope.** This policy applies only to full-time employees who have completed three months of service in full-time capacity.
- C. Policy**
 - a. The Library will grant, to full-time employees, 22.5 hours paid personal time off for personal reasons provided such time off does not materially affect the normal conduct of business, customer service, or operating costs. Unused hours are converted to sick leave after the last paycheck is issued in January that covers hours worked in December.

- b. When an employee earns personal time very close to the end of the calendar year, an exception may be made to carry over personal time for a short time frame into the new calendar year; overlapping the 22.5 hours of personal time received for the new calendar year.
- D. **Procedures.** All paid personal time off should be scheduled in advance, except for an emergency situation, and approved by the Supervisor. Personal time may be used in conjunction with or in lieu of other paid time off, for example vacation and holiday. Supervisors will enter paid personal time off on the employee timeclock.

VII. Birthday Personal Time Off

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

VIII. Jury Duty Leave

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

IX. Blood Donation Leave

- A. Employees are encouraged to donate blood and should make arrangements to do so before or after work or during their lunch break. If blood donations cannot be scheduled during those periods, a full-time employee who has been employed for at least six months may present a request for up to an hour of paid leave for the purpose of blood donation to their supervisor. Such a request must be presented at least one (1) day in advance with medical documentation of the proposed blood donation and cannot be presented more often than every 56 days in accordance with appropriate medical standards.

X. Organ Donation Leave

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

XI. Leaves of Absence Without Pay

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

- D. **Definition.** “Leave of Absence” is defined as an excused absence without pay. An absence involving paid time off is not considered a leave of absence except in circumstances stated otherwise in this Code.

XII. Family and Medical Leave (FMLA)

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

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

D. Employee Notice of Leave

1. You must provide notice of your request for a leave to the Library as soon as is practical. If the need for a leave is foreseeable (for example, for the birth of a child or planned medical treatment), you must provide 30 days' notice. In the event you fail to provide 30 days' notice for a foreseeable leave, the Library may delay the start of your leave and any days missed may be treated as unexcused. Where the need for leave is not foreseeable, notice must be provided as soon as practicable, generally within one to two business days of learning of the need for leave.
2. These same notice requirements apply to any request to extend the amount of FMLA leave initially approved.
3. If you request an intermittent or reduced schedule leave or leave for planned medical treatment, you must discuss scheduling with the Library and attempt to schedule such treatment so as not to unduly disrupt the Library's operations.

E. Medical Certification

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

F. Compensation and Benefits

1. Family and medical leaves granted under this policy are unpaid unless the employee has benefit time to utilize. Before unpaid family and medical leave is provided under this policy, you will be required to use the accrued paid vacation and/or sick leave for family and medical leave purposes.
2. In the case of a qualified IMRF disability, an employee can request a deferment of benefit time pay to allow payment of disability benefits and to protect IMRF service credit. This request must be approved by the Executive Director and Human Resources. Approval will be on a case-by-case situation taking into account the disability, benefit time remaining, IMRF disability rules, and Library business need.
3. While on FMLA, you will continue to be covered under the Library's Group Medical and Dental under the same terms as if you had been continuously working during the leave period, provided that: coverage shall end if and when you notify the Library of your

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intent not to return to work, or if you fail to return on the scheduled date, or exhaust your family and medical leave rights under this policy. Library subsidy of medical coverage may end at the exhaustion of approved FMLA time.

G. Employment Status

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

H. Procedures

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

I. Reinstatement

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

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3. Employees on leave of absence must notify their supervisor at least two weeks prior to end of leave to inform the Library of availability for return to work.
4. An employee's failure to return from leave of absence, or to present convincing reasons for not returning as arranged with the Library, will be considered as voluntary separation from service.

XIII. Voting Leave

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

XIV. School Visitation Leave

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

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

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

A. Definitions

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

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

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- iii. All documentation related to the employee's need for the leave will be held in strict confidence and will only be disclosed as required/permitted by law.

G. Compensation and Benefits

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

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H. Employment Status

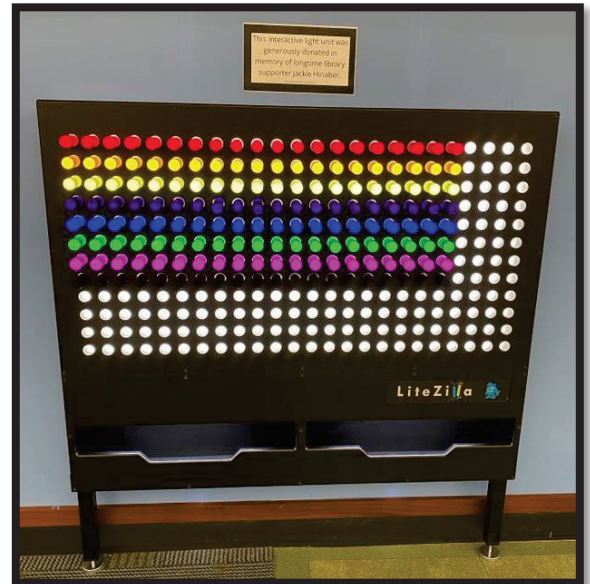
1. Employees are not guaranteed to accrue seniority or benefits that accrue according to length of service (for example, paid vacations) during an approved leave.
2. If the employee returns to work from an approved leave, the employee will be reinstated to his/her former position or an equivalent position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

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October 2022

Youth Services

- 1) Our newest addition to the Youth Services Department is the LiteZilla. Kids cannot get enough of creating patterns with the colors or even pictures (we did get a very fun smiley face and rainbow). Thanks to those who donated the LiteZilla in memory of Jackie Hinaber.
- 2) Our St. Raymond preschool field trip on October 13 was a great success. We had a grandmother come in on the same day to talk about how excited her grandchild was to receive a visit from the library. At Toddler Time on October 17, a parent mentioned that her child loved the storytime visit and they watched the recommended videos together as a family.
- 3) Compared to 2021, circulation of books in Japanese, Chinese, and Arabic are on the rise. Our small but mighty Ukrainian book collection had 66% of its collection go out in 2022 alone.



South Branch & Community Engagement

- 1) Halloween Happenings:
 - a. Over 200 trick-or-treaters of all ages visited the South Branch on Halloween and were greeted by our Superhero staff.
 - b. About 500 trick-or-treaters stopped at the library's table for the annual Halloween event hosted by the Downtown Merchants Association.
 - c. Our teen volunteers painted pumpkins which were delivered to the Kenneth Young Drop-in Center, Mount Prospect Senior Living, and Huntington Towers Senior Apartments. We received a thank you from the staff at KYC Drop-in telling us how much the guests enjoyed seeing the pumpkins.



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- 2) Storyteller Kelly Campos presented modern retellings of classic fairytales at her “Myth and Magic” program for a family audience of 12. After the performance, patrons had the opportunity to try their hand at the djembe drum.
- 3) The library partnered with Versiti to host its first ever blood drive this month. The event went very smoothly; we provided the space and promotion, and Versiti staff did the rest. According to them, we “crushed it” and our 32 donors surpassed their goal of 18. We have a date set for another drive in April and plan to host them semi-annually moving forward.
- 4) We joined staff from the Des Plaines Public Library at Brentwood School conferences to issue library cards and share information about library services and resources. Nineteen MPPL cards were issued. It was a fantastic collaboration worth duplicating at other schools.



Research

- 1) The Research desk has been busier, and our in-person interactions this month (2,645) are getting closer to the pre-pandemic number of 3,314 in October 2019. Study room reservations approached the levels we experienced pre-pandemic: 908 bookings in October 2022 compared to 1,094 in October 2019.
- 2) We presented a virtual program, “Library Resources for Job Seekers” on October 11. A participant emailed this note afterwards: “Thank you both. Both of you were very helpful as is the handout. After 24+ years I may need to look for new employment - this program calmed my fears a bit!”
- 3) We collaborated with the Mount Prospect Historical Society to research and compile histories of the six homes to be included in the Housewalk scheduled for December 2. This is the fifth consecutive year that we have provided our expertise to research local historic homes.



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FanFest

- An estimated 530 patrons participated in 2022's MPPL FanFest on October 1. Activities included a cosplay runway, a scavenger hunt involving standees of popular characters throughout the library, book fortunetelling, crafts, trivia, bingo, virtual reality demonstrations, Dungeons & Dragons, storytimes, and a face painter. The community was very enthusiastic about the return of this popular event: every comment slip received indicated respondents would come to another FanFest and rated the event as meeting their expectations (one amended to slip to read "more than met"). The comment that perhaps best captured the energy of the day was, "I'm so freaking happy you held it and I got to come! "



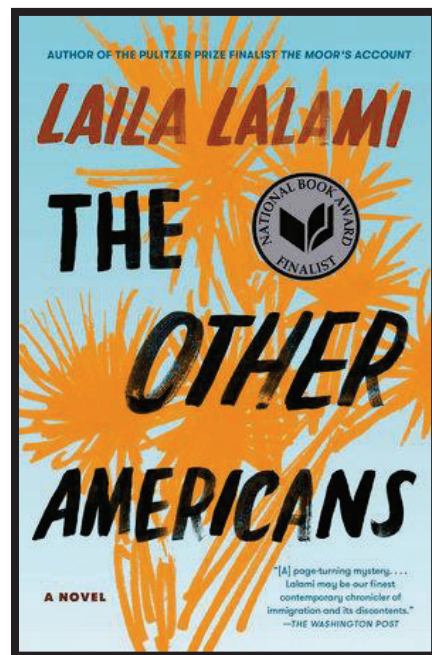
Fiction/AV/Teen

- MPPL's inaugural One Book One Village event was a highlight for the library. The title featured was *The Other Americans* by Laila Lalami, selected for its uncommon blend of depth and accessibility, along with the diverse points of view its multiple-author structure offered.
 - Over 360 copies of the book were given away to Mount Prospect residents. Extra circulating copies were added to the print collection and additional on-demand digital copies were made available to maximize the community's access.
 - Three existing book groups focused on the title in October, while two other one-off discussions were held.
 - A "Moroccan-Inspired Lantern Craft" and a virtual presentation on 1981 Casablanca and Contemporary Morocco were held as tie-in programs.
 - Two additional programs were held in early November.



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- Two virtual author visits were offered: one a Q&A session, and the other focusing on the author's prepared remarks as well as a conversation with another presenter.
- Comments from patrons:
 - A patron participating in a diversity workshop at her church told the class the OBOV title "not only explored issues of identity and experience but was also a great read."
 - "I just wanted to share some nice words about OBOV from a woman in my dance class last night - she was talking about how much she enjoyed the book, how good a book it was, and then gushing about how easy it was to get a copy of the book at the Fiction desk and recommending everyone in the class stop by the library and get a copy and read it."
 - "Thank you! It was a great experience, and it made me feel connected to my community as well."
 - "Loved the programming surrounding the book. It is so cool to have the author come talk to us, and I want to see more programs like the "1981 Casablanca and Contemporary Morocco" one about popular books."
 - "I thought this was great! A great community concept! Would love more! Loved that book was provided."



2) Other patron comments:

- A patron came from adult fiction to tell staff, "I love coming out to this library. More than any others, you still have books!"
- A regular attendee of the Wednesday Night Book Group told others: "It's good to have a librarian lead. They keep us focused on the book and even deeper levels while also making it easy for everyone to talk."
- Patrons continued to mention how much they enjoyed the Tiny Art Show and how they hoped to see MPPL have it again next year as they picked up their artwork throughout the month.

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Registration

- 1) We went on a school visit to Brentwood Elementary in Des Plaines and to Kiddie Academy at Randhurst. The outreach at Brentwood was remarkably successful and we gave out around 30 library cards.
- 2) We had a patron call to register for one of our movies. She took the time to thank us for being so helpful, friendly, and giving good customer service. She said that MPPL was one of only a few places that are kind, patient, and helpful to people who don't understand computers or technology.



Circulation

- 1) In October, we stopped mailing the three-day printed overdue reminders for patrons. In many cases, the time it took to send the notice via postal mail meant that often by the time a patron received the notice, the item(s) had already been returned. Ceasing to send the first postal mail notice will be less confusing for patrons and also offers cost savings to the library.
- 2) Three staff members attended the "Back in Circulation" conference in Madison, WI. Back In Circulation is a small, circulation-focused conference that takes place every two years. The staff who attended felt they learned a lot from the conference and were excited to bring what they learned back to MPPL.

Building & Security

- 1) As required by the State Statute, we publicly bid for the upgrade project for our building automation system in September, and the bid opening was on October 18. We received a total of four bids for the project and are having our engineering firm review them. Once the engineer has determined that all qualifications are met, the bid will be awarded to the lowest responsible bidder. We expect this to be done by the Board at the November Regular Board meeting.
- 2) We had a water leak on the south side of the second floor which required a section of the large type materials to be removed. Upon investigation we found that a cast iron drain line had developed a crack. We had our plumbing contractor replace approximately 10 feet of the pipe.



Collection & Bibliographic Services

- 1) Since its debut on July 13, 2022, the library's Lucky Day collection has been a rousing success with close to 4,000 checkouts in that short time. While we anticipated the enthusiastic response to our Lucky Day copies, an even more gratifying impact has been the collection's ability to boost midlist titles to the point where their Lucky Day copy circulates more than the regular copy. For example, the Lucky Day copy of Annabel Monaghan's *Nora Goes Off Script* has circulated 16 times so far while the two regular collection copies have circulated 10 times combined. This Lucky Day effect has resulted in some midlist titles circulating in Lucky Day for a longer time period than anticipated. This collection has been a definite win for our patrons.



Communications & Creative Services

- 1) As part of the strategic plan, we conducted a departmental assessment of staffing and resources and implemented a mini department restructure that included a promotion of our Content Coordinator Emme Guest to Creative Services Manager, and we will be filling our long-open PT position with a Marketing Assistant.
- 2) A story about three generations of family members attending storytime was retold as one of our most popular social media posts of the month. Storytime truly is magic.



Human Resources & Learning

- 1) Number of open positions: 4
 - a. Circulation Assistant; Research Services Assistant Department Head; Circulation Services Assistant Department Head; Library Maintenance/Custodian
- 2) Number of vacant positions filled: 3
 - a. Staff Accountant; Page (pending November start date); Research Services Assistant (pending November start date)
- 3) Number of separations: 3
- 4) Staff anniversaries: Carolyn Zintak, 25 years
- 5) Above and Beyond Award: Mary Danaher, Coriell DeCapri, Julie Van Dyck, Abby Weaver, Anne Shaughnessy, Catherine Simmons, Angel Swartz, Jenny Massa, and Elaine Ball

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 6) Three staff attended the Illinois Library Association's annual conference. They explored a variety of topics including maintaining a healthy and humane workplace, expanding our organizations DEI efforts, and incorporating the best of the library's pandemic programming into future calendars.
- 7) The Freedom to Read and the Staff In-service Day committees offered staff the opportunity to discuss *Out of Darkness* by Ashley Hope Perez. Perez will discuss book banning from the author's viewpoint at the Staff In-service Day next month.
- 8) Employee Benefits were a major focus during October:
 - a. Open Enrollment for 2023 benefits began and runs through November 4.
 - b. Walgreens came onsite for flu shots and COVID-19 boosters, for a combined total of 65 vaccinations for our employees.
 - c. Our annual Benefit Fair was held, with representatives of benefit providers on-site: Blue Cross, VSP, Guardian, Mission Square Retirement, and METRO Credit Union, our newest benefit partner. 25 employees participated.
 - d. IMRF ran a virtual presentation for National Retirement Security Week: 24 employees registered for the webinar.

Information Technology

- 1) We've changed our backup processes so that off-site storage is stored in cloud storage. The storage area network is now backed up to a cloud account.

Friends of the Mount Prospect Public Library

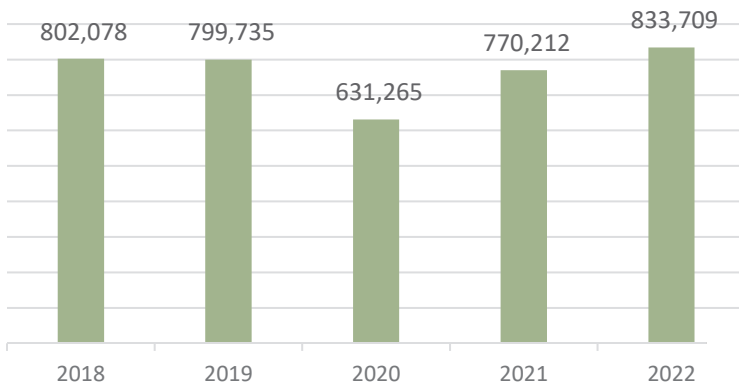
- 1) The Friends held their Fall book sale during the weekend of October 22-23, and sales results were almost \$9,000. This sale exceeded the summer sale by about 5%.
- 2) They are preparing for an end of November Holiday book sale.

Mount Prospect Public Library Foundation

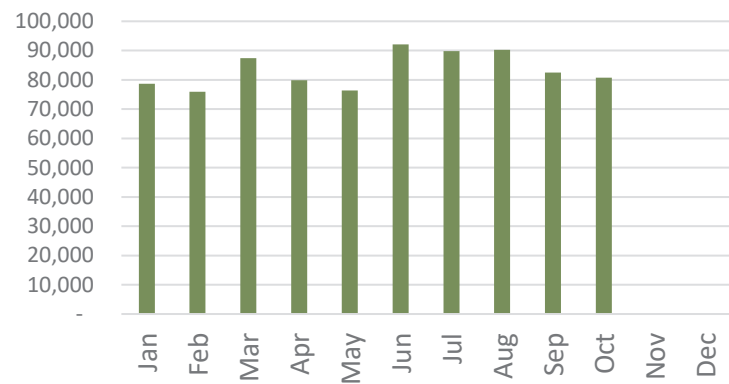
- 1) The Fall raffle ran from October 7-23 and sold more than 2,600 tickets for five baskets at the Main Library and South Branch. One written comment from a patron, "Thank you! Absolutely love this library and all fun things you do!"
- 2) They are preparing an end-of-year appeal letter campaign.
- 3) Preliminary discussions are being held for a Mini Golf fundraiser in Spring 2023.

Mount Prospect Public Library
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Statistics

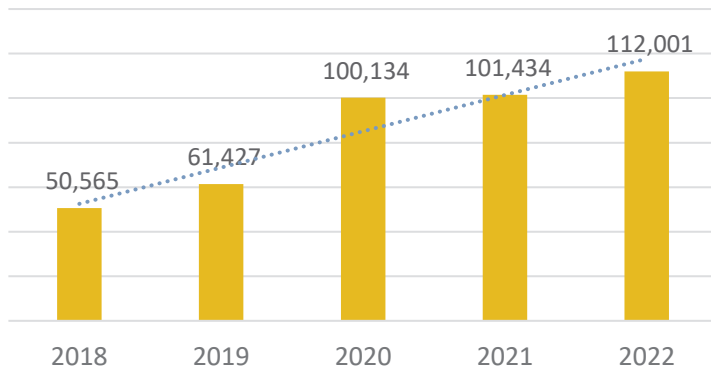
Overall Circulation YTD



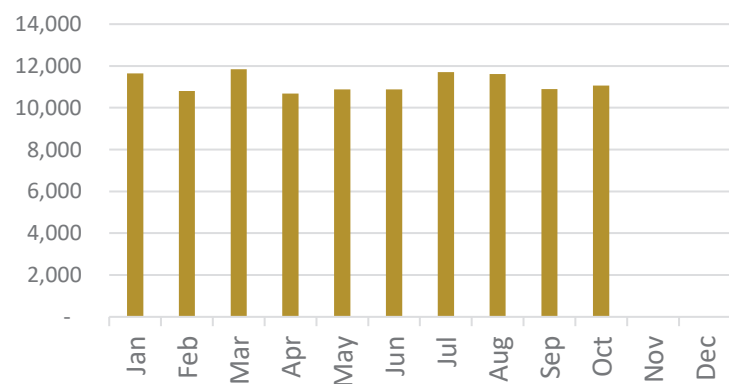
Overall Circulation 2022 by Month



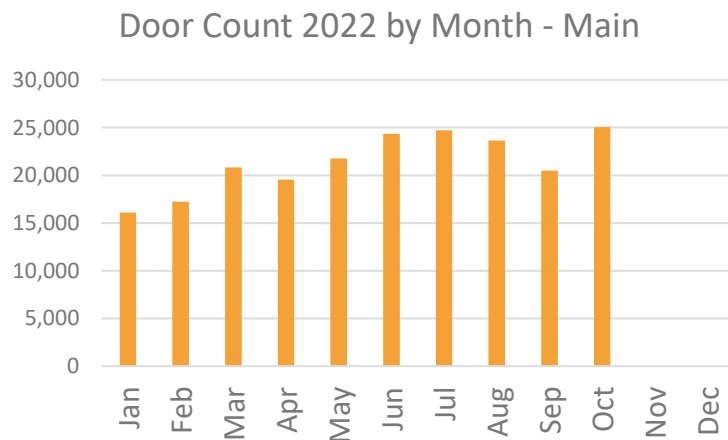
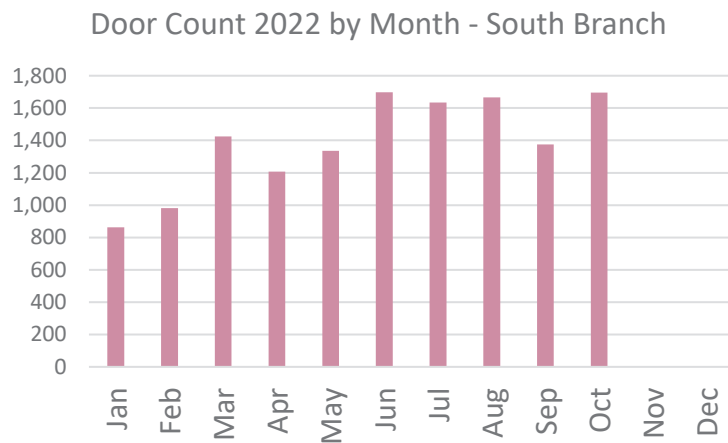
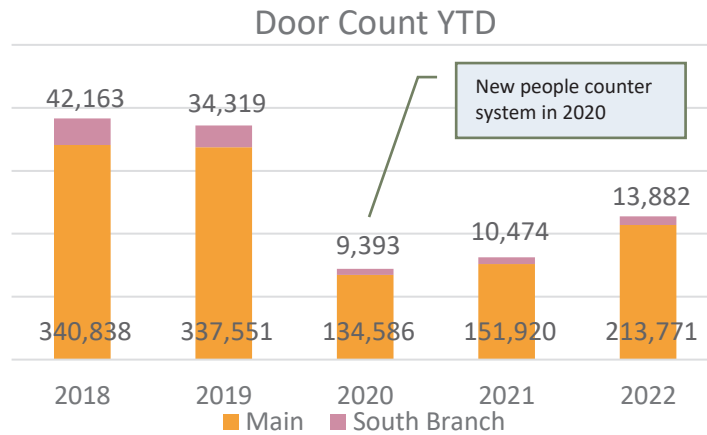
eMedia Circulation YTD



eMedia Circulation 2022 by Month

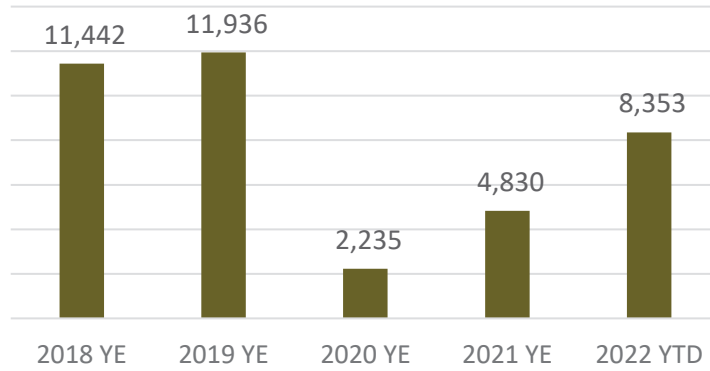


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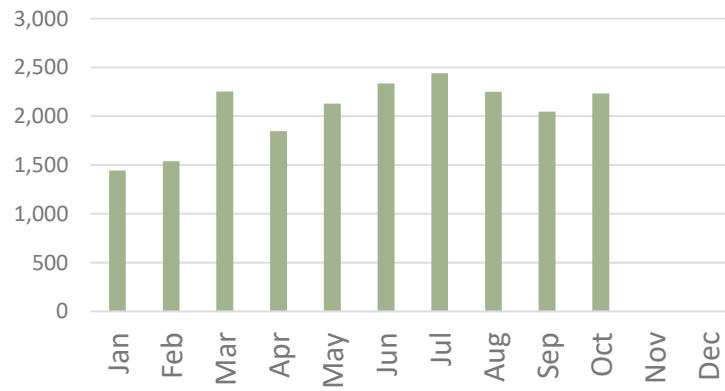


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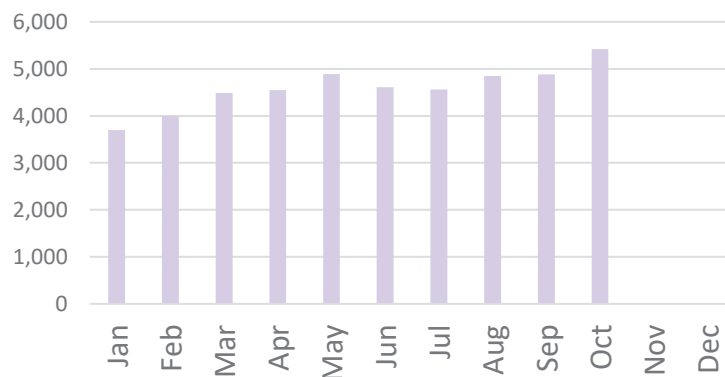
Study Room Usage



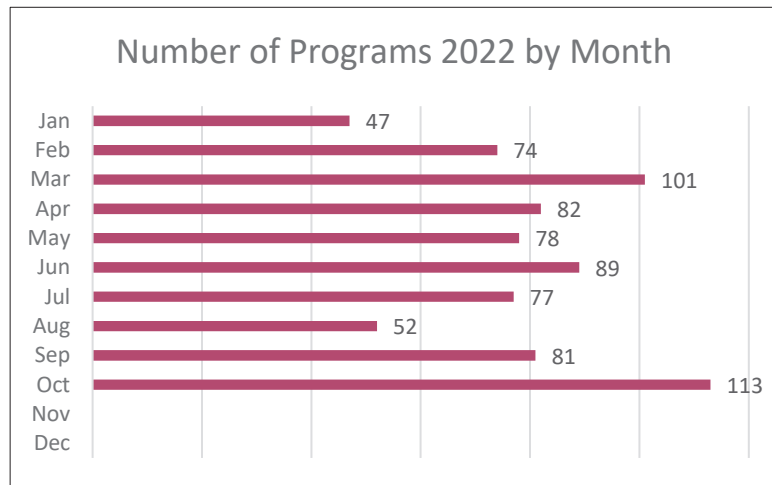
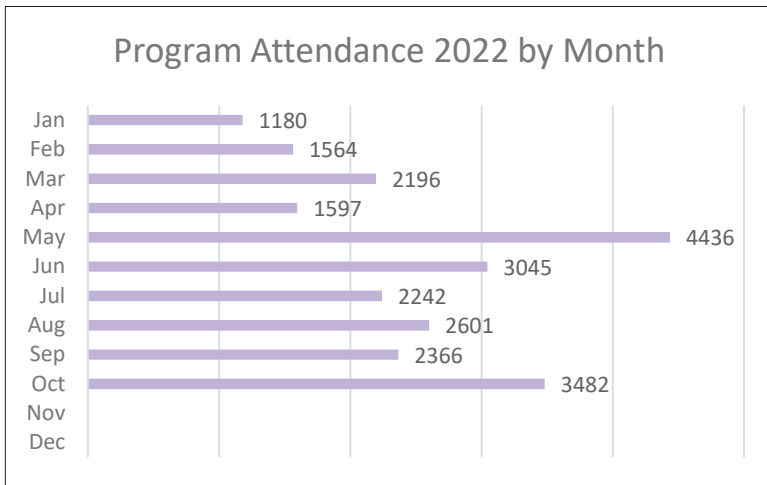
Public Computer Usage (hours) by Month



Wireless Access Users Monthly 2022

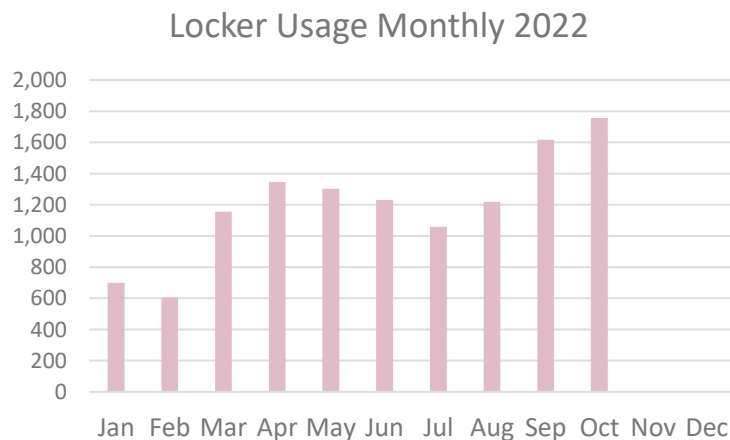


Mount Prospect Public Library Monthly Library Report for Board of Trustees



October Program Highlights

- One Book One Village (5 events, 86 attendees)
- FanFest (530)
- Virtual Grave Robbing 101 (65)
- Downtown Trick-or-Treat outreach (500)
- In person regular storytimes (27 events, 433 attendees)
- Halloween Spooktacular Storytime (76)
- Super Saturday: T-Rexplorers (60)
- Parent University at D59 (30)
- Bingo de otoño (24)
- Decorar calabazas (26)
- Indian Grove School Field Trips to the library (2nd, 3rd, 4th grades, 188 attendees)



October 2022 Strategic Plan Progress Report

Items Completed in October 2022

1. **Library hours and holidays (B4A, B4B).** Evaluate library hours at all locations and adjust to meet community needs. Review the list of closed days and adjust to address new or changed state or federal holidays.
 - a. The Board approved changes to hours and holidays at the October 20, 2022 meeting.

Selected In Progress Items

1. **Master Facility Plan (A1A).** Contract with an architect to complete a facility Master Plan for the Main Library.
 - a. The primary data-gathering activities have been completed: community feedback from strategic planning process; staff input gathering sessions; Board input gathering session; document current environment.
 - b. We want to schedule the MPPL and Friends Boards to meet to discuss space usage.
 - c. The architects will begin work on drafting multiple plan options, which staff will review and revise. Staff will present and recommend the revised plans to the Board, which the Board will need to review and approve before moving into the cost estimate phase.
2. **Evaluate Joining a Consortium (C1A).** Evaluate joining a resource-sharing consortium or group and make a formal recommendation to the Board that includes an implementation timeline and funding solutions.
 - a. A formal written recommendation is included in the November 17 board packet. Trustees should plan to review the recommendation in November and then be prepared to make a decision at the December 15 meeting.
3. **New Website (A2B).** Create a new patron-focused website with simplified navigation and standardized naming conventions.
 - a. Working with our website firm, we finalized the design of the new front page. Some of the new features are:
 - i. The logo in the top left corner will link to the home page.
 - ii. We went from 15 front page menu items to 6. The 6 that we decided on are similar to other local libraries, and users may already be familiar with the navigation language and structure.
 - iii. We added a prominent, permanent space for South Branch, accessible without having to click through menus.
 - iv. Upcoming Events will be a dynamic feed from our calendar, streamlined and highlighted so that it is easy to find and read.
 - v. We greatly reduced the amount of text on the home page and instead are highlighting curated important/interesting items.
 - vi. The colors have the appropriate level of contrast and meet accessibility standards.
 - b. Our next step is to finalize the layouts of sub-pages. After that is completed, we will move on to the functional coding part of the project.

MEMO — CLOSED MINUTES

Mount Prospect Public Library

To: Board of Trustees
From: Susan Reynders, Executive Director
Date: November 17, 2022
Re: Review of Written Minutes and Recordings of Closed Sessions

Comments: As is required by Illinois Statute, we regularly review the written minutes of previously closed Board sessions to 1) approve the written minutes and 2) decide whether or not to release them. We have two sets of written minutes to review; recommendations are listed below. Vice President Bass has listened to the recordings of these meetings as per our bylaws.

We also recommend the destruction of all audio recordings of closed sessions allowed by statute. Recordings of closed sessions may be destroyed if the meeting occurred no less than 18 months ago, the written minutes have been approved by the Board, and the Board approves the destruction.

Meeting Date	Meeting Type	Reason	Approve	Release
3/17/2022	Regular	Review of closed minutes	Yes	Yes
10/6/2022	Personnel Committee	Personnel	Yes	No

Motion Language for Written Minutes

"I move to approve and release the closed minutes of March 17, 2022; and approve and not release the closed minutes of October 6, 2022."

Motion Language for Recordings

"I move to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees."