

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

Regular Board Meeting
September 21, 2023, 7:00 p.m.
Meeting Room B

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** An opportunity for the public to comment briefly on matters included on the agenda or of interest to and within the jurisdiction of the Board of Trustees. Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of August 17, 2023 **(5-6)**
 - b. Minutes of Finance Committee Meeting of September 7, 2023 **(7)**
 - c. August 2023 Bills **(8)** and Financial Reports **(9-21)**
 - d. Updated LIMRiCC Intergovernmental Agreement **(22-29)**
 - e. Updated Meeting and Study Room Policy **(30-32)**
6. **One Book, One Village Staff Presentation** – Fiction/AV/Teen Department
7. **Approve Amendment 2 to Ordinance No. 2020-1 Establishing a Reserve Fund (33-38)**
8. **Approve Resolution No. 2023-4 Certifying the 2024 Appropriation Budget and 2023 Tax Levy, 2024 Working Budget, and 2024 Salary Structure (39-53)**
9. **Executive Director Report (3-4)**
 - a. August 2023 Library Activity Report **(54-62)**
 - b. Strategic Plan Update **(63)**
10. **Trustee Reports and Comments**
11. **Upcoming Meetings and Events Calendar**
 - a. September 25 – Foundation Board Meeting – Rosemary Groenwald
 - b. October 5, 7:00 p.m. – Personnel Committee; Executive Director evaluation
 - c. October 17, 7:00 p.m. – Village First Levy Reading (tentative)

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- d. October 19, 7:00 p.m. – Regular Board Meeting
 - i. Third Quarter Financial Review
 - ii. Review Per Capita Grant requirements (Standards 4.0 checklists)
- e. October 23 – Foundation Board Meeting – Sylvia Haas

12. Adjournment

**Library Director Report
September 21, 2023**

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. LIMRiCC is a consortium we belong to that provides centralized management of unemployment compensation claims. They have made some updates to their Intergovernmental Agreement (IGA) which are listed in full in the Resolutions in the packet, but here is a summary:
 - i. The Administrative Resolution includes clerical updates such as the update of LIMRiCC's address, removal of any reference to an Executive Director as this is outsourced by a contractual agreement with Lauterbach & Amen, LLP and the removal of any reference to JSIP account. JSIP refers to a Joint Self Insurance Program that LIMRiCC no longer offers. The two accounts formerly referred to separately as SHIP and PHIP will be recognized going forward as the Health Insurance Program (HIP).
 - ii. The Substantive Resolution includes new member procedures, requirements of a terminating member, mandatory LIMRiCC sponsored meetings, and a late fee for PHIP payments.
 - b. Updated Study and Meeting Room Policy. In advance of migrating to our new calendar system in November (Communico) we cleaned up our public room policies including:
 - i. Consolidated the previously two separate Meeting Room and Study Room policies.
 - ii. Clarified that Meeting Rooms can be reserved up to three months in advance.
 - iii. Overall streamlined the policies, removed duplication, and removed procedural elements.
2. **One Book, One Village Staff Presentation.** This is agenda item 6. Staff from the Fiction/AV/Teen department will share a brief overview of the One Book, One Village community read, including participation to date and a preview of October programs. In particular, we encourage Trustees to consider attending the "Library After Hours: One Book, One Village Social" event on Friday, October 27 at 7:00 p.m. *"Come join us at the library for an after-hour event! Socialize with your neighbors over snacks and wine while we provide you with some conversation starters about our featured title. For ages 21 and up."*
3. **Amendment 2 to Ordinance No 2020-1 Establishing a Reserve Fund.** This is agenda item 7. In September 2020 the Board approved an ordinance that formally established a capital reserve fund as per 75 ILCS 5/5-8. The benefit of formalizing

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Board of Trustees

the fund is that it explicitly allows us to accumulate and save funds for building and equipment purposes. The maximum amount specified that we are allowed to save must be supported by a plan, and that plan can be amended as needed. We last amended the plan in November 2021. Since we have recently received the costs from our recent Master Plan project, we need to amend the ordinance with the updated information.

4. **2024 Budget and 2023 Levy.** This is agenda item 8. The Finance Committee met on September 7 and reviewed the draft 2024 budget in detail. The committee confirmed the proposed levy request and did not request any changes to expenditures. The committee recommended that the full Board approve the 2024 budget as presented.

2024 Budget Approval Language

"Based on the Finance Committee's recommendation, I move to approve Resolution No. 2023-4 Certifying the 2024 Appropriation Budget and 2023 Tax Levy, the 2024 Working Budget, and the 2024 Salary Structure."

5. **Joint Boards Dinner.** Save the date! The Library, Foundation, and Friends Boards dinner has been set for Tuesday, November 28 at Trezeros Kitchen & Tap restaurant in Mount Prospect at 6:00 p.m. A formal invitation will be sent closer to the event.

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

Regular Board Meeting
August 17, 2023
Minutes

1. Call to Order

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

2. Roll Call

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

Absent: None

Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Su Reynders, Kelly Watson, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

President Bass reviewed the 2023 Executive Director evaluation timeline and will be sending out the evaluation form the first week in September to the Board. Trustees requested that the Director's self-evaluation be completed by September 15.

Marie Bass reported that the Finance Committee will meet on September 7 to review the draft 2024 budget and 2023 tax levy. All Board members are invited to attend this meeting.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of July 20, 2023
- b. July 2023 Bills and Financial Reports
- c. Closure of Library on Friday, November 3, 2023 for Staff In-Service Day

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

6. Staff Presentation – Kelly Watson, Collection Resource Manager

Collection Resource Manager Kelly Watson gave a presentation on the Collection Diversity Audit. The Board asked questions including the categories used to measure the diversity in the collection.

7. Preliminary 2023 Levy Discussion

Trustees discussed the upcoming 2023 tax levy in advance of the 2024 budget presentation. The budget, levy, and salary structure will be presented in detail for discussion at the September 7 Finance Committee meeting. The final 2024 budget and 2023 tax levy will be presented at the September 21 Regular Board meeting for a vote.

8. Review/Approve Renovation "Project A"

Executive Director Reynders reviewed the renovation and funding for Project A for the Master Facility Plan. This project is targeted for September 2024 completion to meet the deadline for the CCS consortium set to go live in October 2024.

Motion was made by Trustee Benden and seconded by Trustee Haas to approve the commencement of renovation Project A in the southeast corner of the first floor at the Main Library at a cost estimated to be approximately \$3,000,000 as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

9. Executive Director Report

Director Reynders reviewed the highlights of the monthly library report and strategic plan annual review and answered questions.

10. Trustee Reports and Comments

No reports.

11. Upcoming Meetings and Events Calendar

- a. August 28 – Foundation Board Meeting – Marie Bass
- b. September 7, 7:00 p.m. – Finance Committee Meeting
 - i. Review draft 2024 working budget and 2023 levy
- c. September 21, 7:00 p.m. – Regular Board Meeting
 - i. Approve appropriation budget and levy
- d. September 25 – Foundation Board Meeting – Rosemary Groenwald

12. Adjournment

Motion was made by Trustee Haas and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:02 p.m. Voice vote carried.

Sylvia Fulk, Secretary

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Finance Committee Meeting
September 7, 2023
Minutes

1. Call to Order

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

2. Roll Call

Committee Members Present: Marie Bass, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald

Other Trustees Present: Kristen O'Sullivan

Absent: Mary Anne Benden, Sylvia Haas

Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Su Reynders, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. Review Draft 2024 Budget and 2023 Levy

Executive Director Reynders presented the draft 2024 budget and 2023 levy and answered questions about revenue and expenditures.

The Finance Committee recommended that the full Board approve the 2024 Appropriation Budget, 2023 Levy, 2024 Working Budget, and 2024 Salary Structure as presented at the Regular Board meeting on September 21.

5. Upcoming Meetings and Events Calendar

a. September 21, 7:00 p.m. – Regular Board Meeting

i. Approve 2024 budget and 2023 levy

b. September 25 – Foundation Board Meeting – Rosemary Groenwald

6. Adjournment

Motion was made by Trustee Groenwald and seconded by Trustee O'Sullivan to adjourn the Finance Committee meeting at 7:44 p.m. Voice vote carried.

Sylvia Fulk, Secretary

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Board of Trustees

Treasurer's Report

Fund Balances as of August 31, 2023

Library General Fund	5,893,496.45
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,529,032.53
Debt Service Fund	0.00
Gift Fund	559,674.94

Total All Funds	14,098,250.18
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Disbursements August 2023

\$	922,405.86
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Financial Summary

Fund Balances

Combined Library General & Working Cash Funds	\$	8,009,542.71
Annual Operating Budget 2023	\$	10,143,700.00
Combined Balance - Months in Reserve		9.5
Combined Balance - Percentage in Reserve		79.0%

YTD August Spending

* We're on target with spending, and our YTD percentage expended is 63.6%

* Last year at this time, we had expended 63.6%

Levy Collection

* To date, 61.57% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 08/31/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$230,678.52	\$0.00	\$0.00	\$0.00	\$0.00	\$230,678.52
Illinois Per Capita Grant	\$83,856.70	\$0.00	\$0.00	\$0.00	\$0.00	\$83,856.70
Interest Income	\$33,853.24	\$0.00	\$26,803.38	\$0.00	\$0.00	\$60,656.62
Miscellaneous Fees	\$2,016.48	\$0.00	\$0.00	\$0.00	\$0.00	\$2,016.48
Friends Reimbursement	\$116.57	\$0.00	\$0.00	\$0.00	\$0.00	\$116.57
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$336.67	\$336.67
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00	\$75.00
Total Revenues	\$350,521.51	\$0.00	\$26,803.38	\$0.00	\$411.67	\$377,736.56
Expenses						
Salaries & Benefits	\$825,338.68	\$0.00	\$0.00	\$0.00	\$0.00	\$825,338.68
Management Expense	\$47,770.86	\$0.00	\$0.00	\$0.00	\$0.00	\$47,770.86
Operating Expense	\$17,934.04	\$0.00	\$0.00	\$0.00	\$0.00	\$17,934.04
Building Expense	\$52,224.34	\$0.00	\$0.00	\$0.00	\$0.00	\$52,224.34
Library Materials	\$78,793.99	\$0.00	\$0.00	\$0.00	\$0.00	\$78,793.99
Reimbursable Expense	\$2,599.26	\$0.00	\$0.00	\$0.00	\$0.00	\$2,599.26
Total Expenses	\$1,024,661.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,024,661.17
BEGINNING FUND BALANCE	\$6,567,636.11	\$2,116,046.26	\$5,502,229.15	\$0.00	\$559,263.27	\$14,745,174.79
NET SURPLUS/(DEFICIT)	(\$674,139.66)	\$0.00	\$26,803.38	\$0.00	\$411.67	(\$646,924.61)
ENDING FUND BALANCE	\$5,893,496.45	\$2,116,046.26	\$5,529,032.53	\$0.00	\$559,674.94	\$14,098,250.18

Mount Prospect Public Library

Revenue Report

For the Period Ended 08/31/2023

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$230,678.52	\$6,580,504.81	\$10,687,240.00	\$4,106,735.19	61.57%	38.43%
Illinois Per Capita Grant	\$83,856.70	\$83,856.70	\$83,856.00	(\$0.70)	100.00%	0.00%
Interest Income	\$33,853.24	\$240,479.01	\$0.00	(\$240,479.01)	0.00%	0.00%
Fees	\$1,938.43	\$20,732.86	\$12,700.00	(\$8,032.86)	163.25%	(63.25%)
For Sale Items	\$78.05	\$429.05	\$200.00	(\$229.05)	214.53%	(114.53%)
Miscellaneous Income	\$0.00	\$70,004.29	\$0.00	(\$70,004.29)	0.00%	0.00%
Friends Reimbursement	\$116.57	\$2,159.96	\$34,200.00	\$32,040.04	6.32%	93.68%
Foundation Reimbursement	\$0.00	\$8,232.41	\$9,675.00	\$1,442.59	85.09%	14.91%
Village Reimbursement	\$0.00	\$1,616.30	\$1,750.00	\$133.70	92.36%	7.64%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$350,521.51	\$7,008,015.39	\$10,829,621.00	\$3,821,605.61	64.71%	35.29%
Working Cash Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Capital Projects Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$26,803.38	\$173,313.32	\$0.00	(\$173,313.32)	0.00%	0.00%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Total Capital Projects Fund	\$26,803.38	\$173,313.32	\$600,000.00	\$426,686.68	28.89%	71.11%
Debt Service Fund						

Mount Prospect Public Library
Revenue Report

For the Period Ended 08/31/2023

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$0.00	(\$0.41)	\$0.00	\$0.41	0.00%	0.00%
Interest Income	\$0.00	\$3,558.02	\$0.00	(\$3,558.02)	0.00%	0.00%
Total Debt Service Fund	\$0.00	\$3,557.61	\$0.00	(\$3,557.61)	0.00%	0.00%
Gift Fund						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$336.67	\$2,784.67	\$5,000.00	\$2,215.33	55.69%	44.31%
Donations	\$75.00	\$1,878.06	\$0.00	(\$1,878.06)	0.00%	0.00%
Total Gift Fund	\$411.67	\$4,662.73	\$5,000.00	\$337.27	93.25%	6.75%

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Expense Report

For the Period Ended 08/31/2023

<u>Library Fund</u>	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	\$687,164.34	\$3,861,248.52	\$5,840,000.00	\$1,978,751.48	66.12%	33.88%
IMRF	\$27,408.08	\$207,164.79	\$335,000.00	\$127,835.21	61.84%	38.16%
MC/FICA	\$49,175.00	\$277,283.79	\$447,000.00	\$169,716.21	62.03%	37.97%
Medical Insurance	\$57,323.07	\$494,504.49	\$820,000.00	\$325,495.51	60.31%	39.69%
Life Insurance	\$154.24	\$1,224.19	\$3,000.00	\$1,775.81	40.81%	59.19%
Unemployment Compensation Tax	\$4,113.95	\$19,207.51	\$23,000.00	\$3,792.49	83.51%	16.49%
Total Salaries & Benefits	\$825,338.68	\$4,860,633.29	\$7,468,000.00	\$2,607,366.71	65.09%	34.91%
Management Expenses						
Audit	\$0.00	\$5,400.00	\$5,400.00	\$0.00	100.00%	0.00%
Legal Fees	\$0.00	\$2,250.00	\$5,000.00	\$2,750.00	45.00%	55.00%
Printing	\$13,358.88	\$56,076.77	\$121,000.00	\$64,923.23	46.34%	53.66%
Marketing	\$3,796.98	\$34,133.53	\$58,000.00	\$23,866.47	58.85%	41.15%
Professional Dues	\$475.00	\$13,605.99	\$17,500.00	\$3,894.01	77.75%	22.25%
Board Development	\$0.00	\$345.00	\$7,500.00	\$7,155.00	4.60%	95.40%
Human Resources	\$22,965.76	\$117,207.11	\$158,400.00	\$41,192.89	73.99%	26.01%
Other Operating	\$7,174.24	\$42,766.18	\$54,900.00	\$12,133.82	77.90%	22.10%
Total Management Expenses	\$47,770.86	\$271,784.58	\$427,700.00	\$155,915.42	63.55%	36.45%
Operating Expenses						
Telecommunications	\$1,639.90	\$20,922.58	\$35,550.00	\$14,627.42	58.85%	41.15%
Insurance	\$0.00	\$91,322.51	\$122,000.00	\$30,677.49	74.85%	25.15%
Office Supplies	\$1,844.49	\$14,001.54	\$27,350.00	\$13,348.46	51.19%	48.81%
Library Supplies	\$2,158.67	\$8,765.68	\$20,800.00	\$12,034.32	42.14%	57.86%
Postage	\$2,918.24	\$13,582.16	\$31,700.00	\$18,117.84	42.85%	57.15%
Contract Services	\$2,409.75	\$18,603.89	\$49,000.00	\$30,396.11	37.97%	62.03%
Software	\$6,962.99	\$92,614.09	\$174,500.00	\$81,885.91	53.07%	46.93%
Total Operating Expenses	\$17,934.04	\$259,812.45	\$460,900.00	\$201,087.55	56.37%	43.63%
Building Expenses						

Mount Prospect Public Library

Expense Report

For the Period Ended 08/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Maintenance	\$10,827.67	\$91,278.82	\$132,200.00	\$40,921.18	69.05%	30.95%
Hardware & System Maintenance	\$16,229.74	\$91,323.31	\$142,700.00	\$51,376.69	64.00%	36.00%
Janitorial	\$5,768.10	\$41,495.18	\$69,900.00	\$28,404.82	59.36%	40.64%
Equipment	\$16,586.51	\$72,492.69	\$177,500.00	\$105,007.31	40.84%	59.16%
Utilities	\$2,812.32	\$27,735.36	\$77,000.00	\$49,264.64	36.02%	63.98%
Total Building Expenses	\$52,224.34	\$324,325.36	\$599,300.00	\$274,974.64	54.12%	45.88%
Services and Resources						
Adult Print	\$18,650.91	\$119,695.91	\$226,900.00	\$107,204.09	52.75%	47.25%
Adult AV	\$2,977.81	\$27,308.41	\$63,500.00	\$36,191.59	43.01%	56.99%
Youth Print	\$14,119.85	\$90,043.37	\$151,400.00	\$61,356.63	59.47%	40.53%
Youth AV	\$3,058.62	\$14,805.80	\$34,300.00	\$19,494.20	43.17%	56.83%
Magazines	\$442.95	\$16,804.60	\$19,300.00	\$2,495.40	87.07%	12.93%
Electronic Resources	\$18,577.11	\$161,354.56	\$181,200.00	\$19,845.44	89.05%	10.95%
Digital Media	\$17,477.75	\$162,311.20	\$303,800.00	\$141,488.80	53.43%	46.57%
E-Learning	\$0.00	\$42,067.93	\$48,000.00	\$5,932.07	87.64%	12.36%
Library of Things	(\$2,622.49)	\$41,228.42	\$50,000.00	\$8,771.58	82.46%	17.54%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$1,302.19	\$14,800.53	\$26,400.00	\$11,599.47	56.06%	43.94%
Programs	\$4,809.29	\$39,090.14	\$82,300.00	\$43,209.86	47.50%	52.50%
Total Services and Resources	\$78,793.99	\$730,195.29	\$1,187,800.00	\$457,604.71	61.47%	38.53%
Transfers						
	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Total Transfers	\$0.00	\$0.00	\$600,000.00	\$600,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$0.00	\$8,447.90	\$9,675.00	\$1,227.10	87.32%	12.68%
Friends Expenses	\$1,246.34	\$3,406.30	\$34,200.00	\$30,793.70	9.96%	90.04%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$1,352.92	\$3,600.65	\$1,750.00	(\$1,850.65)	205.75%	(105.75%)
Total Sponsored Expenses	\$2,599.26	\$15,454.85	\$45,625.00	\$30,170.15	33.87%	66.13%

Mount Prospect Public Library Expense Report

For the Period Ended 08/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$1,024,661.17	\$6,462,205.82	\$10,789,325.00	\$4,327,119.18	59.89%	40.11%
Working Cash Fund						
200-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<u>Capital Project Fund</u>						
400-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99 Building Maintenance - Service	\$0.00	\$613,416.41	\$240,000.00	(\$373,416.41)	255.59%	(155.59%)
400-6805-99 Building Maintenance - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6845-99 Equipment & Furnishings - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7000-99 Capital Outlay - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7010-99 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7810-99 Transfer to Gift Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Project Fund	\$0.00	\$613,416.41	\$240,000.00	(\$373,416.41)	255.59%	(155.59%)
<u>Debt Service Fund</u>						
500-6120-99 Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6180-99 Principal payment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6181-99 Principal Payment LT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-7800-99 Transfer to Capital Project Fund	\$0.00	\$736,364.35	\$0.00	(\$736,364.35)	0.00%	0.00%
Total Debt Service	\$0.00	\$736,364.35	\$0.00	(\$736,364.35)	0.00%	0.00%

Mount Prospect Public Library
Expense Report

For the Period Ended 08/31/2023

Gift Fund						
	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
300-6840-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	\$0.00	\$4,335.37	\$50,000.00	\$45,664.63	8.67%	91.33%
300-7060-99	\$0.00	\$4,873.00	\$0.00	(\$4,873.00)	0.00%	0.00%
300-7070-99	\$0.00	\$9,179.94	\$0.00	(\$9,179.94)	0.00%	0.00%
300-7300-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$0.00	\$18,388.31	\$50,000.00	\$31,611.69	36.78%	63.22%

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 08/31/2023

Date	Reference	Credit Amount
08/01/2023	VEXELS.COM	\$ 29.00
08/01/2023	EXPERT AQUARIUM SERV	\$ 200.00
08/01/2023	ILLINOIS LIBRARY ASS	\$ 300.00
08/01/2023	PLACAIT EMPOWERKIT	\$ 7.95
08/02/2023	COSTCOCHECKS.COM	\$ 33.46
08/02/2023	CRICUT	\$ 119.88
08/02/2023	USPS	\$ 9.39
08/02/2023	AMAZON	\$ 8.99
08/02/2023	AMAZON	\$ 8.99
08/03/2023	AFLAC	\$ 266.81
08/03/2023	AMAZON	\$ 189.99
08/03/2023	REFORMA	\$ 40.00
08/03/2023	AMAZON	\$ 42.98
08/03/2023	AMAZON	\$ 8.99
08/04/2023	Payroll 2023-0804	\$ 143,680.00
08/04/2023	Payroll 2023-0804	\$ 53,873.20
08/04/2023	AMERICAN LANDSCAPING	\$ 760.00
08/04/2023	BAKER & TAYLOR, INC.	\$ 5,283.17
08/04/2023	BANNERVILLE USA	\$ 105.00
08/04/2023	CHILDREN'S PLUS INC.	\$ 36.68
08/04/2023	DAILY HERALD	\$ 505.40
08/04/2023	DEMCO	\$ 241.94
08/04/2023	INGRAM	\$ 409.47
08/04/2023	JANIS MINOR FORTE	\$ 200.00
08/04/2023	LITTLE PARADE	\$ 500.00
08/04/2023	MCCLUSKEY ENGINEERIN	\$ 2,360.00
08/04/2023	MIDWEST TAPE	\$ 39.99
08/04/2023	OVERDRIVE, INC.	\$ 8,502.63
08/04/2023	PLAYAWAY PRODUCTS LL	\$ 118.98
08/04/2023	SIMON UNIFORM	\$ 364.35
08/04/2023	VARIETY VENDORS	\$ 150.00
08/04/2023	WAREHOUSE DIRECT	\$ 640.37
08/04/2023	EXPERT PAY CHILD SUP	\$ 188.31
08/04/2023	PAESSLER	\$ 427.27
08/04/2023	PEACOCK	\$ 59.99
08/04/2023	AMAZON	\$ 8.99
08/04/2023	DISNEY	\$ 14.99
08/04/2023	DISNEY	\$ 14.99
08/04/2023	NETFLIX	\$ 19.99
08/04/2023	AMAZON	\$ 8.99
08/04/2023	DISNEY	\$ 14.99
08/04/2023	DISNEY	\$ 14.99
08/04/2023	NETFLIX	\$ 19.99
08/04/2023	AMAZON	\$ 8.99
08/04/2023	DISNEY	\$ 14.99

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 08/31/2023

Date	Reference	Credit Amount
08/04/2023	DISNEY	\$ 14.99
08/04/2023	NETFLIX	\$ 19.99
08/04/2023	DISNEY	\$ 14.99
08/04/2023	NETFLIX	\$ 19.99
08/04/2023	AMAZON	\$ 8.99
08/04/2023	DISNEY	\$ 14.99
08/04/2023	DISNEY	\$ 14.99
08/04/2023	NETFLIX	\$ 19.99
08/04/2023	PEACOCK	\$ 59.99
08/06/2023	MICROSOFT	\$ 6.60
08/06/2023	MICROSOFT	\$ 199.20
08/06/2023	DOLLAR TREE	\$ 8.75
08/06/2023	FIVE BELOW	\$ 12.25
08/06/2023	MICHAELS	\$ 12.48
08/06/2023	AMAZON	\$ 8.99
08/06/2023	AMAZON	\$ 8.99
08/06/2023	DISNEY	\$ 14.99
08/06/2023	AMAZON	\$ 8.99
08/07/2023	ICMA RETIREMENT TRUS	\$ 7,091.72
08/07/2023	VILLAGE OF MOUNT PRO	\$ 1,958.28
08/07/2023	AT&T	\$ 97.38
08/07/2023	AT&T	\$ 724.28
08/07/2023	WALMART	\$ 96.00
08/07/2023	AMAZON	\$ 89.99
08/07/2023	AMAZON	\$ 252.00
08/07/2023	NETFLIX	\$ 19.99
08/07/2023	NETFLIX	\$ 19.99
08/07/2023	NETFLIX	\$ 19.99
08/08/2023	GODADDY.COM, INC.	\$ 455.94
08/08/2023	DAILY HERALD	\$ 34.60
08/09/2023	SHELL OIL COMPANY	\$ 46.58
08/09/2023	GENEALOGICAL.COM, IN	\$ 82.50
08/10/2023	REPUBLIC SERVICES #5	\$ 303.49
08/10/2023	AMAZON	\$ 126.03
08/10/2023	AMAZON	\$ 19.99
08/10/2023	USPS	\$ 8.47
08/10/2023	BARRONS	\$ 29.99
08/10/2023	HR SOURCE	\$ 245.00
08/11/2023	AT&T	\$ 3,713.10
08/11/2023	BAKER & TAYLOR, INC.	\$ 5,985.35
08/11/2023	CAVENDISH SQUARE	\$ 186.03
08/11/2023	DAVID A MARTIN	\$ 400.00
08/11/2023	FILTER SERVICES INC	\$ 1,171.36
08/11/2023	HR SOURCE	\$ 5,500.00
08/11/2023	INTERIOR TROPICAL GA	\$ 120.00

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 08/31/2023

Date	Reference	Credit Amount
08/11/2023	LAURA FRANCES KEYES	\$ 250.00
08/11/2023	LIBRARY IDEAS, LLC	\$ 1,889.63
08/11/2023	LILY VALENTIN	\$ 773.44
08/11/2023	LIMRICC UNEMPLOYMENT	\$ 4,113.95
08/11/2023	MENARDS	\$ 15.97
08/11/2023	MIDWEST TAPE	\$ 60.37
08/11/2023	MOUNT PROSPECT PAINT	\$ 179.97
08/11/2023	OVERDRIVE, INC.	\$ 392.48
08/11/2023	PLAYAWAY PRODUCTS LL	\$ 501.42
08/11/2023	RAILS	\$ 657.72
08/11/2023	TECHNOLOGY MANAGEMEN	\$ 785.60
08/11/2023	THE WASHINGTON POST	\$ 2,000.00
08/11/2023	TRU GREEN-CHEM LAWN	\$ 223.12
08/11/2023	VARIETY VENDORS	\$ 68.00
08/11/2023	FSKARS BRANDS, INC.	\$ 65.04
08/11/2023	AMAZON	\$ 162.10
08/11/2023	AMAZON	\$ 115.81
08/11/2023	AMAZON	\$ 106.50
08/13/2023	BRAVO BAKERY	\$ 8.80
08/13/2023	DUNKIN DONUTS	\$ 23.99
08/13/2023	MICROSOFT	\$ 13.20
08/13/2023	COMPLIANCE INSTRUCTO	\$ 149.00
08/13/2023	HEALTH SOLUTIONS PRE	\$ 100.00
08/13/2023	NETFLIX	\$ 19.99
08/13/2023	NETFLIX	\$ 19.99
08/13/2023	NETFLIX	\$ 19.99
08/14/2023	CHASE BANK	\$ 12,850.59
08/14/2023	USPS	\$ 503.90
08/14/2023	AMAZON	\$ 263.98
08/14/2023	AMAZON	\$ 56.90
08/14/2023	AMAZON	\$ 28.40
08/14/2023	DISNEY	\$ 19.99
08/15/2023	AMERICAN LIBRARY ASS	\$ 236.00
08/15/2023	AMERICAN LIBRARY ASS	\$ 199.00
08/15/2023	AMAZON	\$ 8.99
08/16/2023	Payroll 2023-0818	\$ 143,388.77
08/16/2023	Payroll 2023-0818	\$ 53,968.68
08/16/2023	ADOBE	\$ 338.10
08/16/2023	ADOBE	\$ 338.10
08/16/2023	AMAZON	\$ 127.96
08/16/2023	CAPANNARI ICE CREAM	\$ 71.29
08/16/2023	NOTHING BUNDT CAKES	\$ 62.98
08/16/2023	THE WALL STREET JOUR	\$ 149.97
08/16/2023	OFFICE DEPOT	\$ 40.07
08/17/2023	POSTMASTER	\$ 2,347.58

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 08/31/2023

Date	Reference	Credit Amount
08/17/2023	AQUENT LLC	\$ 480.00
08/17/2023	MISS LIZ'S BARTENDIN	\$ 200.00
08/17/2023	USPS	\$ 20.70
08/17/2023	GIA PUBLICATIONS, IN	\$ 106.95
08/18/2023	BAKER & TAYLOR, INC.	\$ 7,414.77
08/18/2023	BIBLIOTHECA, LLC	\$ 4,634.80
08/18/2023	CCB TECHNOLOGY	\$ 3,457.00
08/18/2023	CHILDREN'S PLUS INC.	\$ 97.61
08/18/2023	COMPLETE TEMPERATURE	\$ 2,309.00
08/18/2023	INGRAM	\$ 540.94
08/18/2023	ITHAKA	\$ 330.00
08/18/2023	MIDWEST TAPE	\$ 44.99
08/18/2023	NELLY MANCILLA	\$ 120.00
08/18/2023	NPN360	\$ 414.73
08/18/2023	OVERDRIVE, INC.	\$ 1,776.97
08/18/2023	OXFORD UNIVERSITY PR	\$ 1,657.18
08/18/2023	PLAYAWAY PRODUCTS LL	\$ 1,108.80
08/18/2023	SIMON UNIFORM	\$ 43.25
08/18/2023	SMC CONSTRUCTION SER	\$ 20,641.00
08/18/2023	SMILE MAKERS	\$ 116.87
08/18/2023	SOUND INCORPORATED	\$ 512.50
08/18/2023	VILLAGE OF MOUNT PRO	\$ 11,719.35
08/18/2023	W. W. GRAINGER, INC.	\$ 356.00
08/18/2023	WAREHOUSE DIRECT	\$ 1,039.33
08/18/2023	EMPLOYEE BENEFITS CO	\$ 1,535.39
08/18/2023	EXPERT PAY CHILD SUP	\$ 188.31
08/18/2023	EMPLOYEE BENEFITS CO	\$ 1,535.39
08/18/2023	VILLAGE OF MOUNT PRO	\$ 96.00
08/18/2023	VILLAGE OF MOUNT PRO	\$ 46,428.35
08/18/2023	KD MARKET	\$ 22.40
08/18/2023	USPS	\$ 9.39
08/18/2023	CHICAGO TRIBUNE	\$ 146.00
08/20/2023	POLISH BOOKSTORE	\$ 480.62
08/20/2023	AMAZON	\$ 16.48
08/20/2023	AMAZON	\$ 63.52
08/20/2023	WALMART	\$ 27.94
08/20/2023	ID WHOLESALER	\$ 45.99
08/20/2023	OFFICE DEPOT	\$ 24.05
08/21/2023	COMCAST BUSINESS	\$ 189.90
08/21/2023	ICMA RETIREMENT TRUS	\$ 7,128.01
08/21/2023	AMAZON	\$ 124.87
08/22/2023	STAPLES BUSINESS ADV	\$ 47.76
08/22/2023	STAPLES BUSINESS ADV	\$ 43.76
08/22/2023	STAPLES BUSINESS ADV	\$ 95.67
08/22/2023	STAPLES BUSINESS ADV	\$ 197.94

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 08/31/2023

Date	Reference	Credit Amount
08/22/2023	STAPLES BUSINESS ADV	\$ 43.39
08/22/2023	STAPLES BUSINESS ADV	\$ 44.99
08/22/2023	DOLLAR TREE	\$ 5.00
08/22/2023	AURORA TRAINING ADVA	\$ 219.00
08/22/2023	THE GREAT COURSES	\$ 280.20
08/23/2023	CONSTELLATION NEW EN	\$ 737.28
08/23/2023	JEWEL OSCO	\$ 13.99
08/23/2023	PADLET SOFTWARE	\$ 24.00
08/23/2023	PIZZA PAVIA	\$ 111.56
08/23/2023	AMAZON	\$ 8.99
08/23/2023	SPOTIFY	\$ 15.99
08/23/2023	THE HOME DEPOT CRC	\$ 13.94
08/23/2023	BAYSCAN TECHNOLOGIES	\$ 377.44
08/24/2023	VERIZON WIRELESS	\$ 419.56
08/24/2023	POLISH BOOKSTORE	\$ 379.41
08/24/2023	AMAZON	\$ 27.98
08/24/2023	AMAZON	\$ 188.98
08/24/2023	AMAZON	\$ 154.63
08/24/2023	UPRINTING	\$ 189.60
08/24/2023	WALMART	\$ 36.98
08/25/2023	USPS	\$ 7.35
08/25/2023	FARONICS	\$ 4,095.83
08/25/2023	ONLINE LABELS, INC	\$ 118.15
08/25/2023	AMAZON	\$ 88.94
08/27/2023	ID WHOLESALER	\$ 288.99
08/27/2023	APPLE.COM	\$ 1,899.00
08/27/2023	4-IMPRINT	\$ 2,360.60
08/27/2023	AMAZON	\$ 151.40
08/27/2023	AMAZON	\$ 79.99
08/27/2023	AMAZON	\$ 66.93
08/28/2023	APPLE.COM	\$ 89.00
08/28/2023	BARRONS	\$ 59.99
08/29/2023	SHIRLEY VOURIS	\$ 250.00
08/29/2023	VILLAGE OF MOUNT PRO	\$ 82,874.97
08/29/2023	VILLAGE OF MOUNT PRO	\$ 780.53
08/29/2023	VILLAGE OF MOUNT PRO	\$ 31.50
08/29/2023	SMARTDRAW SOFTWARE	\$ 69.95
08/29/2023	4-IMPRINT	\$ 806.28
08/29/2023	USPS	\$ 4.31
08/29/2023	PROSERVE BUSINESS PR	\$ 466.19
08/29/2023	AMAZON	\$ 248.55
08/29/2023	COSTCO	\$ 27.93
08/30/2023	AMAZON	\$ 11.87
08/30/2023	ONLINE LABELS, INC	\$ 193.32
08/30/2023	AMAZON	\$ 74.00

Mount Prospect Public Library

Outgoing Bank and Credit Card Charges

For the Period Ended 08/31/2023

Date	Reference	Credit Amount
08/30/2023	AMAZON	\$ 13.97
08/30/2023	ETSY	\$ 27.21
08/30/2023	SHRM	\$ 100.00
08/30/2023	AMAZON	\$ 13.78
08/30/2023	AMAZON	\$ 27.56
08/31/2023	EMPLOYEE BENEFITS CO	\$ 111.26
08/31/2023	FRIENDS OF THE MPPL	\$ 191.50
08/31/2023	Payroll 2023-0901	\$ 145,584.44
08/31/2023	Payroll 2023-0901	\$ 54,683.58
08/31/2023	Illinois Funds Interest Correction	\$ 26,803.38
08/31/2023	ZOOM	\$ 180.00
08/31/2023	AMAZON	\$ 69.99
08/31/2023	DOLLAR TREE	\$ 34.99
08/31/2023	HR SOURCE	\$ 75.00
08/31/2023	JEWEL OSCO	\$ 57.84
08/31/2023	TAQUIZAS ERNESTO LLC	\$ 892.20
08/31/2023	USPS	\$ 7.15
08/31/2023	4-IMPRINT	\$ 355.94
08/31/2023	OFFICE DEPOT	\$ 26.39
08/31/2023	OFFICE DEPOT	\$ 57.57
08/31/2023	TARGET	\$ 19.54
08/31/2023	EXPERT AQUARIUM SERV	\$ 200.00
08/31/2023	DOLLAR TREE	\$ 3.00
		\$ 922,405.86

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR ADMINISTRATIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose administrative changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan” (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (B) of the Agreement (**Definitions- Article I**) shall be amended by deleting the definition of “The Previous Agreement.”

SECTION 4: It is proposed that Article I (C)(8) of the Agreement (**Agreements of Members**) shall be amended to add the words “or its designee” after “LIMRiCC.”

SECTION 5: It is proposed that Article I (D)(6) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended to read in full as follows:

“6. To assist in filing for a refund with the IDES.”

SECTION 6: It is proposed that Article I (D)(8) of the Agreement (**Powers and Duties of LIMRiCC**) shall be amended replace the words “LIMRiCC staff” with “The LIMRiCC Board of Directors”

SECTION 7: It is proposed that Article I (F) of the Agreement (**Prior Coverage- The Previous Agreement.**) shall be deleted in its entirety.

SECTION 8: It is proposed that Article II (A) of the Agreement (**Purpose**) shall be amended to delete the words “joint self-insurance.”

SECTION 9: It is proposed that Article II (C)(1) of the Agreement (**Definitions (Article II)**) shall be amended to delete the words “for joint self-Insurance”

SECTION 10: It is proposed that Article II (C)(7) of the Agreement (**Definitions (Article II)**) shall be deleted in its entirety.

SECTION 11: It is proposed that Article II (F) of the Agreement (**Payments by Members --Assessments**) shall be deleted in its entirety.

SECTION 12: It is proposed that Article II (G)(7) of the Agreement (**Powers and Duties of LIMRiCC**) shall be deleted in its entirety.

SECTION 13: It is proposed that Article II (H)(10) of the Agreement (**Authorization Clause and Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 14: It is proposed that Article II (H)(11) of the Agreement (**Acceptance**) shall be amended to delete the words “relating to joint self-insurance.”

SECTION 15: It is proposed that Article II (I) of the Agreement (**Cancellation**) shall be amended to delete the word “mailing” and replacing it with the word “delivering” and by replacing the word “effected” with “affected.”

SECTION 16: It is proposed that Article II (M) of the Agreement (**Prior Coverage**) shall be deleted in its entirety.

SECTION 17: It is proposed that Article III (D) of the Agreement (**Administration Fee**) shall be amended to delete the words “the costs and expenses LIMRiCC incurs as the organization that sponsors the Program, such as employee salaries, independent contractor fees, office space, and other institutional costs” and replace them with “all administrative costs of LIMRiCC”; and to delete the words “The Administration Fee shall be comprised of two (2) separate fees: (1) the Base Administration Fee and (2) the Participant Administration Fee.”

SECTION 18: It is proposed that Article III (D)(1) of the Agreement (**Base Administration Fee**) shall be deleted in its entirety.

SECTION 19: It is proposed that Article III (F) of the Agreement (**SHIP Benefit Fee**) shall be amended to delete the words “For the initial SHIP plan year, which is calendar year 2016, the SHIP Benefit Fee shall be determined by a majority vote of the Members at the Fall 2015 Meeting” and to delete the words “For all subsequent SHIP plan years” and to replace the words “shall consult with the Executive Director to” with the word “will”.

SECTION 20: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety.

SECTION 21: It is proposed that Article III (G)(1) of the Agreement (**Initial SHIP Account Balance**) shall be deleted in its entirety.

SECTION 22: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to add a hyphen to the word “re-enroll.”

SECTION 23: It is proposed that Article III (O)(1) of the Agreement (**Rights and Obligations of Members**) shall be amended to delete the words “Executive Director”.

SECTION 24: It is proposed that Article III (S) of the Agreement (**Notices**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 25: It is proposed that Article V of the Agreement (**LIABILITY OF LIMRiCC, ITS OFFICERS AND DIRECTORS**) shall be amended to delete the words “and the officers and employees” and further amended to delete the word “The” at the beginning of the second sentence and replace it with “They”

SECTION 26: It is proposed that Article VII of the Agreement (**NOTICES**) shall be amended to replace the address for LIMRiCC as follows:

LIMRiCC
668 N. River Road
Naperville, IL 60563

SECTION 27: It is proposed that Article X of the Agreement (**POWERS OF BOARD OF DIRECTORS**) shall be amended to delete the word “staff”.

SECTION 28: It is proposed that the Resolution Providing for the Execution of An Intergovernmental Agreement with the Library Insurance Management and Risk Control Combination (“LIMRiCC”) be amended to capitalize the word “Combination” in Section 2(A) (Findings).

SECTION 29: The proposed effective date of the amendments is November 15, 2023.

SECTION 29: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90 days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 30: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 31: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 32: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination the 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

RESOLUTION

AMENDING THE AMENDED INTERGOVERNMENTAL AGREEMENT PROVIDING FOR RISK MANAGEMENT AND AUTHORIZING MEMBERSHIP IN THE LIBRARY INSURANCE MANAGEMENT AND RISK CONTROL COMBINATION TO ALLOW FOR SUBSTANTIVE AMENDMENTS TO THE INTERGOVERNMENTAL AGREEMENT

WHEREAS, the Intergovernmental Agreement Providing for Risk Management and Authorizing Membership in the Library Insurance Management and Risk Control (“LIMRiCC”) (hereinafter referred to as “Agreement”) has been amended from time to time by the Members of LIMRiCC to adhere to the changing needs of the Members of LIMRiCC and to reflect current policies and practice; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination desires to now propose substantive changes to the IGA that will update the LIMRiCC Intergovernmental Agreement; and

WHEREAS, the Board of the Library Insurance Management and Risk Control Combination believes it is in the best interest of LIMRiCC to make such changes.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of the Library Insurance Management and Risk Control Combination (“LIMRiCC”), as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: It is proposed that globally, the Agreement shall largely remove the distinction between the “Purchase of Health Insurance Plan” (“PHIP”) and the “Self-Insured Health Insurance Plan (“SHIP”). These acronyms will largely be combined under the acronym “HIP” referring generally to “Health Insurance Plan.” The only section that will maintain a distinction is the Refund of SHIP Benefit Fee upon SHIP Termination, because Purchase of Health Insurance Plans are paid on a month to month basis and refunding of fees is not required. The IGA will be updated globally by LIMRiCC administrative staff, with Attorney review. For clarity, the following sections are referenced in their current structure and will be updated appropriately.

SECTION 3: It is proposed that Article I (C)(3) be amended by adding the words, “The Member shall make these payments in equal quarterly installments due on the 15th day of April, July, October and January of each year. A late fee of \$50.00 will be issued for any paperwork or payment submitted after the due date. The Board of LIMRiCC shall have the authority to increase the late fee by up to ten percent (10%) in a calendar year.”

SECTION 4: It is proposed that Article III (A)(2) of the Agreement (**Self-Insured Health Insurance Plan (“SHIP”)**) shall be amended by adding the words “and dental insurance for Insured Participants” after “prescription drug coverage.”

SECTION 5: It is proposed that Article III (D)(1) of the Agreement (**Participant Administration Fee**) shall be amended to add, after the word “shall”, the words “be announced at the Annual Fall Meeting for the new benefit year.”

SECTION 6: It is proposed that Article III (G) of the Agreement (**Program Fund**) shall be amended to add the words “for all HIP Accounts” after the words (the “Program Fund”) and further to delete the last sentence in its entirety. In addition, Article III (G)(2.) “Initial SHIP Account Balance” will be deleted in its entirety.

SECTION 7: It is proposed that Article III (I) of the Agreement (**Employee Qualification**) shall be amended to delete the second paragraph and replace it in its entirety with the following: “Members may set stricter requirements for their employees to be eligible for the Program, except that Members are required to provide and pay for life insurance for all full-time employees unless a full-time employee specifically opts out of the life insurance benefit. Each Member is responsible for retaining and housing documentation of its requirements for eligibility either in the form of a written policy or resolution authorized by the Member’s Board and documentation that substantiates that each of its Insured Participants is a bona fide Qualified Employee by January 15 of each year. In addition, each Member is required to provide LIMRiCC with a monthly listing of any new employees, newly eligible employees, terminated employees or any other qualifying event by the first of the month.”

SECTION 8: It is proposed that Article III (K) of the Agreement (**Mandatory Member Meetings**) shall be modified by deleting the fourth and fifth paragraphs in their entirety and replacing it with the following: Each Member must have at least one (1) representative (Library Director/Administrator, other administrators, or his/her designee) in attendance, either in person or via electronic attendance, at a minimum of one meeting per year. Effective with the 2024 plan year, failure to have (1) representative attend without good cause, will result in a fee of \$150.

SECTION 9: It is proposed that a new Article III (N) of the Agreement (**New Membership**) be added to the Agreement which reads as follows:

“In the years that LIMRiCC is open to accepting new members as permissible by the provider, an application will be required for libraries considering joining the Program. Upon approval, a new member will be required to:

1. Sign the IGA; and.
2. Pay a non-reimbursable 2-month premium that will go into LIMRiCC’s reserves. The premium will be based on the new member’s enrollment and will apply to PHIP and SHIP.”

SECTION 10: It is proposed that Article III (N) of the Agreement (**Late Payments**) be deleted in its entirety and replaced with the following:

“If a Member is more than sixty (60) days late after the issued date of the invoice in paying any Membership Contribution, said Member will be responsible for paying a late fee equal to five percent (5%) of all outstanding invoices. All late fees shall be deposited into the PHIP Account. If a Member fails to make Membership Contribution for a period of three (3)

months, the Board may vote to terminate the Member in accordance with Section Q, Term of the Program.”

In addition this subsection will now be identified as subsection Article III (O) after addition of Article III (N) above.

SECTION 11: It is proposed that a new Article III (P) of the Agreement (**Refund Adjustment Policy**) be added to the Agreement which reads as follows:

In the event that an adjustment is necessary to a member’s invoice, a member can obtain a refund of up to 90 days.

SECTION 12: It is proposed that Article III (Q)(5) of the Agreement (**Obligations of Terminated Members**) shall be amended by deleting it in its entirety and replacing it with the following:

The obligation of LIMRiCC to administer claims incurred under the Plan prior to the effective date of termination or voluntary withdrawal for a terminated Member shall continue for claims that are filed within a period of twelve (12) months after such effective date. Members who have either been terminated or have voluntarily withdrawn are required to make all Member Contributions and supplemental payments, and to pay their entire current invoice, for sixty (60) days after their termination date, known as the run-out period.

1. In the event of a member’s voluntary termination from the Program, notification to the Board must be given in writing 120 days prior to the termination date and prior to the end of the benefit plan year.

The exception to the 120 day notice would be in the event that the Board fails to provide a 15 day notice of the health care premiums for the new plan year at least 135 days prior to the new plan year. In this case, it is at the discretion of the Board. A penalty fee of 25% of the current invoice will be applied to the Member for a notice of termination with less than 120 days notification.

2. A 2-month run out period for SHIP and PHIP will be charged based on the current invoice.

SECTION 13: It is proposed that Article VIII of the Agreement (**FORMER PARTICIPATION OF METROPOLITAN LIBRARY SYSTEM (FORMERLY SUBURBAN LIBRARY SYSTEM)**) shall be deleted in its entirety.

SECTION 14: The proposed effective date of the amendments is November 15, 2023.

SECTION 15: That each Member that will be affected by these proposed amendments shall receive written notice of proposed amendments and the date on which the amendment is to become effective, together with a ballot for voting to approve or disapprove the proposed amendments. The notice shall be given not less than 60 days and not more than 90

days before the proposed effective date of the amendment, either via electronic mail or U.S. mail.

SECTION 16: The proposed amendments set forth in this Resolution shall be adopted upon receiving the affirmative vote of at least two-thirds (2/3) of the Members entitled to vote on such amendment.

SECTION 17: That the President is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 18: This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Library Insurance Management and Risk Control Combination this 26th day of July, 2023.

ADOPTED by _____ (Library Name) this _____ day of _____, 2023.

By: _____

Its: _____

ATTEST:

Meeting and Study Room Policy

I. Purpose

- A. To provide meeting and study room space for Mount Prospect residents, students, individuals, nonprofit groups, or businesses.
- B. Mount Prospect Public Library affirms Article VI of the American Library Association's Library Bill of Rights: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."
- C. The priority use of the meeting and study rooms of the Mount Prospect Public Library will be for library-sponsored-related activities and functions. ~~Rooms may also be reserved for civic, cultural, educational, and public information meetings of residents, nonprofit groups, or businesses based in Mount Prospect. Study rooms are intended to provide room space for an individual or small group. Meetings or events of a primarily commercial nature are not permitted. The sale, advertising, solicitation, or promotions of products or services are not permitted.~~
- D. Permission to use the meeting and study rooms does not imply endorsement of any organization using the room nor any goods or services, makes no representation as to the accuracy of the information, and assumes no liability for the quality or safety of any goods or services which may be the subject of such meetings.

II. GuidelinesReservations

A. Meeting Room Reservations

- i. Rooms are available one hour after opening to one hour before closing. As an FYI, D214 Read To Learn and the Mount Prospect Chamber of Commerce start at opening or even an hour earlier when they meet. Also, on weekends, some renters start right at opening. Could we word it "exceptions made solely at the discretion of the Executive director," and that will encompass these few groups?
- ii. All meetings shall be held during stated available hours. Exceptions may be made solely at the discretion of the Executive Director. If room is unoccupied, it may be opened 15 minutes prior to the scheduled meeting time.
- iii. The authorized representative requesting a room and completing the required forms and Agreement must have a Mount Prospect Public Library card in good standing and be present during the reserved time.
- iv. Reservations will be taken for Meeting Rooms A and B ~~beginning in November for the upcoming calendar year. up to three months in advance.~~ Reservations must be made seven (7) days in advance of date desired. ~~Meeting rooms may not be scheduled more than one year in advance.~~ Only one room may be scheduled during a month by the same group. Exceptions may be made solely at the discretion of the Executive Director.
- v. The library reserves the right to change or cancel meeting room reservations. The library will provide as much notice as possible prior to any changes or cancellations.
- v-vi. ~~All cancellations must be made 24 hours prior to date of reservation. The library requests at least 24 hours advance notice for cancellations by the reserver.~~ Failure

Mount Prospect Public Library
Meeting and Study Room Policy

to do so may result in loss of future meeting room use. Any changes in ~~meeting~~ room set up must be made seven (7) days before the reservation date.

B. Study Room Reservations

- i. ~~Mount Prospect residents and non-residents~~ Individuals who live, work, or attend school in Mount Prospect ~~businesses, schools, or government~~ may make advance reservations. ID may be requested for verification.
— Study Rooms have a time limit of up to two hours per day per patron or per group. ~~(may be reserved in smaller increments). Eligible patrons may reserve a room at the Youth or Research Desks. Study Rooms are first come, first served.~~
- ii. ~~Reservations for Study Rooms may be made up to one calendar week ahead in advance.~~
- iii. ~~Rooms may be~~ are subject to minimum and maximum group size limits.
- iv. ~~Rooms may be subject to age restrictions.~~
- v. ~~Reservations are held for fifteen minutes. There is a limit of two hours per day per patron or group.~~
- vi. ~~For the Youth Department Study Rooms, priority will be given to children and adults working with children. Adults without children may be allowed to use the rooms if all the Adult study rooms are full.~~

~~Patrons will report to staff at either the Research Desk or Youth Desk, as appropriate, who will verify the reservation.~~
- i-vii. ~~Room availability for non-residents is on a walk-in basis. Study rooms are available on a first come first served, walk in basis for individuals who do not live, work, or attend school in Mount Prospect.~~

III. ~~Additional~~ Rules and Guidelines

- A. As required by the Americans with Disabilities Act, special accommodations requested will be provided by the sponsoring group/organization.
- B. ~~Excessive noise or use of hazardous materials is prohibited and may result in a request to leave. In study rooms, normal conversation levels are to be used in the rooms so as not to disturb others.~~
- C. ~~Room capacity for each room is limited to the posted number.~~
- D. ~~Food and Drink~~
 - i. ~~In Meeting Rooms:~~ Light refreshments may be served. Alcoholic beverages are not permitted. Rooms may not be used for luncheons, dinners, banquets, parties, etc.
~~The Library is a non-smoking facility.~~
 - ii. ~~In Study Rooms: Food is not allowed. Beverages must be in covered containers. Alcoholic beverages are not permitted.~~
- E. ~~Room must be left clean and neat.~~
- F. ~~Library will not store equipment or supplies.~~
- B-G. ~~Items which are left unattended in the Study Room for more than ten (10) minutes, or when a reservation has ended, will be taken to the Registration Desk on the first floor of the library.~~

Mount Prospect Public Library
Meeting and Study Room Policy

- ~~C.H.~~ H. No group or individual may use the library as a mailing address or put the library's phone number on any publicity. Publicity must not imply the library is sponsoring the program or will provide information on it. ~~The library will not store equipment or supplies for groups.~~ Library staff is not responsible for handling reservationsregistrations, answering questions about the meeting, or taking messages. Copies of anything advertising publicity promotional materials must be provided for approval ~~at the Registration Desk~~ prior to posting.
- I. Users must be familiar and able to use AV equipment without assistance. ~~Presenters must use the Library presentation computer.~~ Presenters can bring presentations on removable media ~~(e.g., USB storage device, CD/DVD)~~, or ~~presentations may be~~ accessed online.
- ~~D.J.~~ J. In ~~Meeting Rooms~~; ~~A~~adult sponsors must be provided at a ratio of one adult for each ten children. Groups with members under eighteen years of age must have an adult sponsor, who in turn must be present at the meeting.
- ~~E.K.~~ K. The ~~L~~library is authorized to deny permission to use the meeting or study rooms to any group or individual that is disorderly or violates these guidelines. Failure to abide by these rules may result in cancellation of, or refusal of, future reservations.

**AMENDMENT 2 TO
ORDINANCE No. 2020-1 ESTABLISHING A RESERVE FUND**

WHEREAS, the Illinois Local Library Act authorizes establishment of a Reserve Fund (75 ILCS 5/5-8); and

WHEREAS, each year the Board may transfer into the Reserve Fund any or all unexpended balances of the proceeds received from annual public library taxes, provided:

- a. The Board has a plan for use of the funds which accumulate in the Reserve Fund (75 ILCS 5/5-8);
- b. The Board provides in the annual levy request and appropriation budget for accumulation of such unexpended balances; and

WHEREAS, the plan for use of the Reserve Fund may be amended as circumstances require; and

WHEREAS, the Library Trustees determined to establish a Reserve Fund on September 17, 2020; and

NOW, THEREFORE, be it ordained by the Board of Library Trustees of the Mount Prospect Public Library, Cook County, as follows:

SECTION 1: The Reserve Fund hereby is AMENDED.

SECTION 2: The unexpended balances of the proceeds received from annual public library taxes may be transferred each year to the Reserve Fund as the Library Trustees deem appropriate.

SECTION 3: The Library Trustees shall provide in the annual levy request and appropriation budget for accumulation of such unexpended balances.

SECTION 4: Funds that accumulate in the Reserve Fund are intended to be used for one or more or all of the following purposes:

- a. The purchase of sites and buildings
- b. The construction and equipment of buildings
- c. The rental and repair of buildings acquired for library purposes
- d. Planned or emergency repairs and alterations of library buildings and equipment
- e. Engage a consultant to complete a space needs, renovation, and/or remodeling study
- f. Fund space reutilization, renovation, and/or remodeling projects; and
- g. To fund other projects or expenses relating to the facility and grounds that the Board determines are needed, that were unanticipated in the annual operating budget, and/or that are deemed to be beyond the scope or resources of the annual operating budget.

Mount Prospect Public Library
Board of Trustees

SECTION 5: The funds that may be required during the next twenty years to provide for the various projects, needs, or purposes outlined in Section 4 above are AMENDED to be \$32,647,481, as specified in the following *Estimate of Possible Needs and Costs* Attachments A and B; and the Board's goal is to increase and maintain the level of funds available not to exceed \$32,647,481.

SECTION 6: This plan for the accumulation of funds in the Capital Projects Reserve Fund and for the use of such funds shall be reviewed and amended periodically as needed.

SECTION 7: This Amendment to the Ordinance shall be in full force and effect as of this date of adoption.

ADOPTED this 21st day of September 2023, pursuant to a roll call vote as follows:

AYE: _____ TOTAL: _____

NAY: _____ TOTAL: _____

ABSTAIN: _____ TOTAL: _____

ABSENT: _____ TOTAL: _____

Marie Bass, President

ATTEST:

Sylvia Fulk, Secretary

Mount Prospect Public Library
Board of Trustees

STATE OF ILLINOIS)

)SS

COUNTY OF COOK)

CERTIFICATION

I, SYLVIA FULK, DO HEREBY CERTIFY THAT I am the Secretary of the Board of Library Trustees of the Mount Prospect Public Library and that the foregoing is a true and correct copy of the second AMENDMENT to the Ordinance duly passed by the Board of Trustees of the Mount Prospect Public Library at a meeting of the Board of Trustees held on September 21, 2023, being titled "AMENDMENT 2 TO ORDINANCE NO. 2020-1 ESTABLISHING A RESERVE FUND."

Dated: September 21, 2023

Sylvia Fulk, Secretary
Board of Trustees
Mount Prospect Public Library

Mount Prospect Public Library
Master Plan Renovations
Concept Budget June 2023



7/17/23
v4

Trade Item	A: Circ Work Room	B: Entry Area	C: Youth Area (Keep Youth Work Room)	C1: Move Youth Work Room Add	E: Staff Lounge/ Back Hallway	F: Second Floor Public Space	G: Lower Level Lobby	1: First Aid Room	2: Staff Meeting Room	3: Building Services	4: Meeting Room A	5: Admin Renovation Revised	6: Youth Staff Workroom	7: Second Floor Workroom	8: All Restrooms Refresh
02A Demolition	\$ 91,300	\$ 31,350	\$ 56,430	\$ 39,600	\$ 7,920	\$ 226,710	\$ 6,050	\$ 1,320	\$ 4,400	\$ 5,280	\$ 11,440	\$ 21,560	\$ 10,560	\$ 22,880	\$ 12,430
03A Building Concrete	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
04A Masonry	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
06A General Trades & Drywall	\$ 417,450	\$ 161,590	\$ 249,480	\$ 133,100	\$ 60,720	\$ 192,940	\$ 56,100	\$ 1,320	\$ 1,760	\$ 1,980	\$ 5,720	\$ 84,810	\$ 7,920	\$ 62,920	\$ 66,000
08A Aluminum Windows / Storefront	\$ -	\$ 31,625	\$ 31,900	\$ 18,150	\$ -	\$ 344,300	\$ 8,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
08A Painting	\$ 45,850	\$ 48,400	\$ 138,785	\$ -	\$ 13,200	\$ 177,430	\$ 6,050	\$ 660	\$ 3,520	\$ 5,280	\$ 14,300	\$ 35,200	\$ 13,200	\$ 22,880	\$ 27,500
09B Acoustic Ceilings	\$ 151,800	\$ 166,100	\$ 111,100	\$ 56,100	\$ 26,400	\$ 180,950	\$ -	\$ -	\$ -	\$ -	\$ 57,200	\$ 5,500	\$ -	\$ -	\$ -
09C Flooring	\$ 91,300	\$ 48,950	\$ 223,850	\$ -	\$ 26,400	\$ 472,010	\$ 15,125	\$ 1,650	\$ 6,600	\$ 9,900	\$ 28,600	\$ 69,300	\$ 26,400	\$ 57,200	\$ -
14A Elevator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
21A Fire Protection	\$ 18,260	\$ 16,720	\$ 18,810	\$ 28,050	\$ 10,560	\$ 44,990	\$ 3,025	\$ -	\$ -	\$ -	\$ 8,580	\$ 5,280	\$ -	\$ -	\$ -
22A Plumbing	\$ 9,900	\$ 9,900	\$ 46,750	\$ 21,450	\$ 4,400	\$ 28,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,270
23A HVAC	\$ 182,600	\$ 62,700	\$ 143,000	\$ 143,000	\$ 26,400	\$ 427,900	\$ -	\$ -	\$ -	\$ -	\$ 28,600	\$ 18,480	\$ -	\$ -	\$ -
26A Electrical	\$ 353,760	\$ 201,520	\$ 739,640	\$ 238,480	\$ 96,140	\$ 1,246,933	\$ 15,125	\$ 660	\$ 4,400	\$ 6,600	\$ 31,460	\$ 79,640	\$ 29,040	\$ 62,920	\$ 49,500
AV Allowance	\$ 30,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 90,000	\$ 15,000	\$ -	\$ 10,000	\$ 5,000	\$ 20,000	\$ 22,500	\$ 7,500	\$ 7,500	\$ -
Acoustic Panel Allowance	\$ 10,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Signage Allowance	\$ 25,000	\$ 10,000	\$ 15,000	\$ -	\$ 5,000	\$ 40,000	\$ 10,000	\$ 500	\$ 500	\$ 1,500	\$ 2,500	\$ 21,000	\$ 5,000	\$ 5,000	\$ -
Sub-Total	\$ 1,427,020	\$ 808,855	\$ 1,817,925	\$ 677,930	\$ 297,140	\$ 3,547,213	\$ 134,725	\$ 6,110	\$ 31,180	\$ 35,540	\$ 218,400	\$ 363,270	\$ 104,620	\$ 246,300	\$ 205,700
Design Contingency (5%)	\$ 71,351	\$ 40,443	\$ 90,896	\$ 33,897	\$ 14,857	\$ 177,361	\$ 6,736	\$ 306	\$ 1,559	\$ 1,777	\$ 10,920	\$ 18,164	\$ 5,231	\$ 12,315	\$ 10,285
Construction Contingency (10%)	\$ 142,702	\$ 80,886	\$ 181,793	\$ 67,793	\$ 29,714	\$ 354,721	\$ 13,473	\$ 611	\$ 3,118	\$ 3,554	\$ 21,840	\$ 36,327	\$ 10,462	\$ 24,630	\$ 20,570
General Conditions	\$ 42,811	\$ 24,266	\$ 54,538	\$ 20,338	\$ 9,914	\$ 106,416	\$ 4,042	\$ 183	\$ 935	\$ 1,065	\$ 6,552	\$ 10,898	\$ 3,139	\$ 7,389	\$ 6,171
Supervision	\$ 140,000	\$ 80,000	\$ 120,000	\$ 40,000	\$ 60,000	\$ 160,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 40,000	\$ 40,000
08A Insurance (5%)	\$ 91,194	\$ 51,722	\$ 113,258	\$ 41,998	\$ 20,531	\$ 217,286	\$ 8,949	\$ 360	\$ 1,840	\$ 2,097	\$ 12,866	\$ 25,433	\$ 6,173	\$ 16,532	\$ 14,136
Asbestos Abatement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Moving	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-Total	\$ 1,915,078	\$ 1,086,171	\$ 2,278,409	\$ 881,955	\$ 431,156	\$ 4,562,996	\$ 187,924	\$ 7,570	\$ 38,632	\$ 44,034	\$ 270,598	\$ 534,092	\$ 129,624	\$ 347,166	\$ 296,862
Preconstruction Fee (2%?)	\$ 38,302	\$ 21,723	\$ 47,568	\$ 17,639	\$ 8,623	\$ 91,260	\$ 3,758	\$ 151	\$ 773	\$ 881	\$ 5,412	\$ 10,682	\$ 2,592	\$ 6,943	\$ 5,937
Design Fee (8%)	\$ 187,976	\$ 93,747	\$ 260,865	\$ 70,556	\$ 38,630	\$ 482,952	\$ 16,510	\$ 1,196	\$ 3,681	\$ 6,967	\$ 23,493	\$ 65,133	\$ 26,685	\$ 56,536	\$ 23,749
Furniture, Fixtures, Equipment Allowance	\$ 434,821	\$ 85,670	\$ 882,402	\$ -	\$ 51,722	\$ 1,473,909	\$ 18,450	\$ 7,380	\$ 7,380	\$ 43,050	\$ 23,063	\$ 280,071	\$ 203,934	\$ 359,529	\$ -
New Sorter & Self Checks	\$ 385,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Owner Insurance/Legal, Permits, Etc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Total/Whard Costs/Fees	\$ 2,961,207	\$ 1,287,884	\$ 3,569,383	\$ 970,518	\$ 530,312	\$ 6,611,229	\$ 226,884	\$ 16,424	\$ 50,562	\$ 95,005	\$ 322,669	\$ 890,511	\$ 362,889	\$ 770,240	\$ 326,549

Estimate of Possible Needs and Costs **Attachment B**, page 1 of 1
Main Library Master Plan Renovations
Amendment 2 to Ordinance No. 2020-1 Establishing a Reserve Fund

Mount Prospect Public Library
Board of Trustees

RESOLUTION NO. 2023-4

**RESOLUTION APPROVING AND CERTIFYING
THE 2024 APPROPRIATION BUDGET AND 2023 TAX LEVY DETERMINATION**

WHEREAS, heretofore the Board of Trustees of the Mount Prospect Public Library, Mount Prospect, Illinois, at open and public meetings have considered the financing requirements of the Mount Prospect Public Library for the year commencing January 1, 2024; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has determined the financial requirements of the Mount Prospect Public Library for the ensuing year and has caused to be made, a statement thereof, a copy of which is attached hereto and marked "Exhibit A," for inclusion in the 2024 budget of the Village of Mount Prospect; and

WHEREAS, the Board of Trustees of the Mount Prospect Public Library has further determined the amount of money which in its judgment, it will be necessary to levy for library purposes in the 2023 tax levy ordinance to be adopted by the President and Board of Trustees of the Village of Mount Prospect; and

WHEREAS, expenditures from the LIBRARY FUND shall be under the direction of the Board of Trustees of the Mount Prospect Public Library; and

WHEREAS, that the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2023 Tax Levy Ordinance of the Village of Mount Prospect (taking into consideration other income from accumulations from the prior year, anticipated tax shrinkage, fines, non-resident fees, and maintenance, repairs, and alterations of library buildings and equipment) and for the collection and deposit to the LIBRARY FUND, which includes funds for the Illinois Municipal Retirement Fund, pursuant to Section 5/7-171, Chapter 40 of the Illinois Compiled Statutes; and for the maintenance repairs, and alterations of the library buildings and equipment, pursuant to Section 5/3-4 of Chapter 75 of the Illinois Compiled Statutes; and for insurance and audit fees pursuant to Section 5/4-14 of Chapter 75 of the Illinois Compiled Statutes; and

WHEREAS, in accordance with Chapter 75, Section 5/3-5 of the Illinois Compiled Statutes it is requested that the amount so determined be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes be paid directly by the County Collector to the LIBRARY FUND; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect:

SECTION ONE: That the financial requirements for library purposes of the Mount Prospect Public Library require the budget for the year commencing January 1, 2024, and ending December 31, 2024, the sum of \$19,339,200 such to be included within the 2024 Budget of the Village of Mount Prospect, Illinois.

SECTION TWO: That the amount of money hereby determined by the Board of Trustees of the Mount Prospect Public Library to be necessary for library purposes and to be included in the 2023 tax levy and to be levied and collected in like manner with the other general taxes of the Village of Mount Prospect and that such taxes to be paid directly by the County Collector to the Library Fund: \$10,853,000.

Mount Prospect Public Library
Board of Trustees

SECTION THREE: That the Secretary of the Board of Trustees of the Mount Prospect Public Library file a copy of this Resolution with the Village Clerk of the Village of Mount Prospect for transmittal to the President and Board of Trustees of the Village of Mount Prospect.

SECTION FOUR: That, if necessary, a committee hereof confer with the Board of Trustees of the Village of Mount Prospect or a committee thereof, or appear before the said Village Board, as may be necessary in conjunction with the enactment of the 2024 Appropriation Budget and 2023 Levy.

SECTION FIVE: That if any part or parts of this Resolution shall be held to be unconstitutional, such unconstitutionality shall not affect the validity of the remaining parts of this Resolution. The Board of Trustees of the Mount Prospect Public Library hereby declares that it would have passed the remaining parts of this Resolution if it had known that such part or parts thereof would be declared unconstitutional.

SECTION SIX: That this Resolution shall be in full force and effect as of September 21, 2023.

AYE: _____

NAY: _____

ABSENT: _____

ABSTAIN: _____

PASSED THIS 21st day of September 2023

The undersigned, President of the Board of Trustees of the Mount Prospect Public Library, Village of Mount Prospect, Illinois, does certify that the foregoing Resolution was duly adopted by the vote specified at a legally convened meeting of the Board of Trustees of the Mount Prospect Public Library held at the Mount Prospect Public Library building on the **21st day of September 2023.**

Marie Bass, President

ATTEST:

Sylvia Fulk, Secretary

Mount Prospect Public Library
Board of Trustees

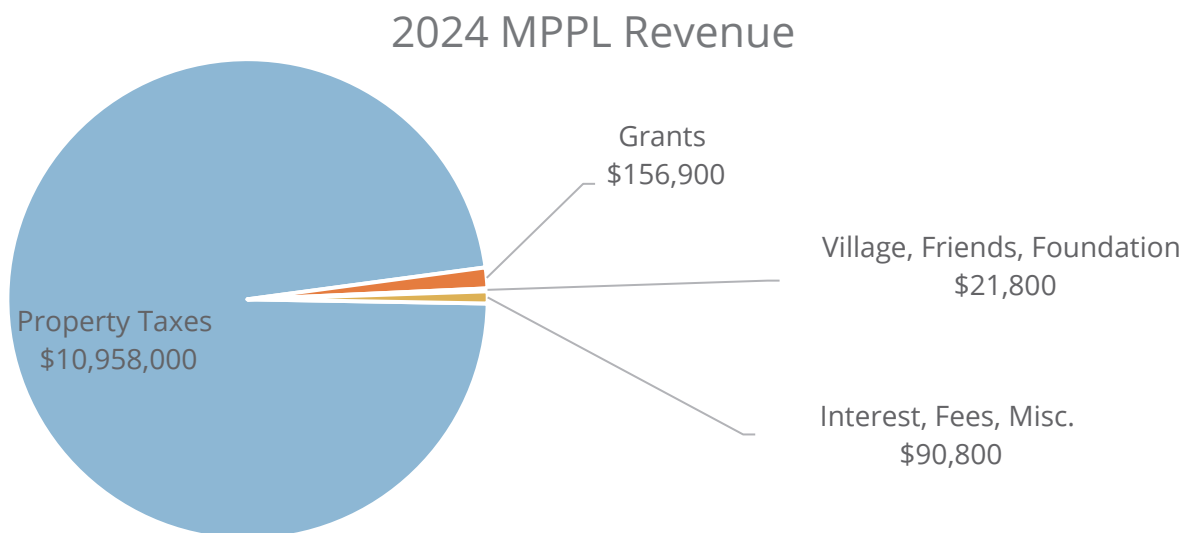
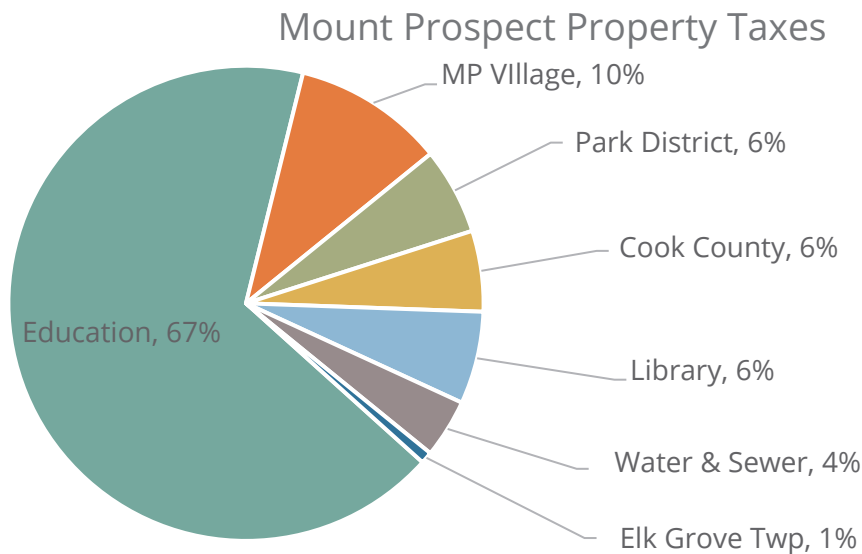
EXHIBIT A
MOUNT PROSPECT PUBLIC LIBRARY
2024 APPROPRIATION BUDGET AND 2023 TAX LEVY REQUEST

DESCRIPTION	2024 APPROPRIATION BUDGET	2023 LEVY REQUEST
Library Fund	14,039,200	10,853,000
Capital Reserve Fund	5,000,000	-
Gift Fund	<u>300,000</u>	-
Total All Funds	19,339,200	10,853,000

Mount Prospect Public Library
Budget Proposal 2024
FINAL

2024 Budget Proposal – Executive Summary

The library's expected revenue is \$11.2M, which includes \$10.9M from local property taxes. The levy request represents a 3% increase from the previous year. Our tax revenue includes PPRT¹, which is estimated to decrease by about 30% in 2024. A small amount of revenue comes from other sources such as grants, reimbursements, fees, and donations. We have budgeted for a RAILS grant of \$73k for the CCS migration. The library's expected expenditures include a 2.2% increase, a significant increase in the Capital Projects Fund for Renovation Project A, and a 50% increase in the transfer to the Capital Project Fund. While 98% of our revenue comes from local property taxes, the library's portion accounts for only about 6% of the total Mount Prospect property tax bill².



¹ Personal Property Replacement Taxes are revenues collected by Illinois and paid to local governments to replace money that was lost when powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

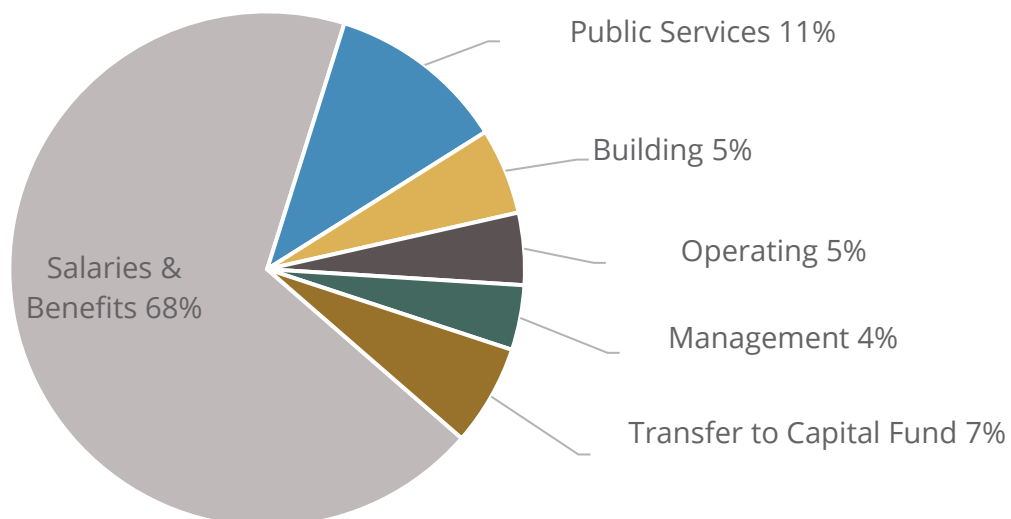
² Assumes a sample \$330k property located in Mount Prospect, Elk Grove Township, and School District #57. From Village of Mount Prospect 2023 Annual Budget p. 26.

Mount Prospect Public Library
Budget Proposal 2024
FINAL

2024 Library Fund Expenditures & Transfers - \$11,169,600

Category	2024 Budget	Change from 2023	Category	2024 Budget	Change from 2023
Salaries & Benefits	7,576,000	1.4%	Operating	500,600	8.6%
Salaries	5,931,000	1.6%	Contract Services	142,000	189.8%
Medical/Life insurance	823,000	0.0%	IT Services	120,900	-30.7%
Payroll taxes	454,000	1.6%	Insurance	116,000	-4.9%
IMRF	345,000	3.0%	Supplies	54,000	12.1%
Unemployment	23,000	0.0%	Phone/Internet	35,900	1.0%
			Postage	31,800	0.3%
Public Services	1,247,500	5.2%	Management	447,500	4.1%
Online Materials	553,100	3.8%	Human Resources	173,700	8.3%
Books, DVDs, CDs, Magazines	495,400	0.0%	Printing	126,000	4.1%
Programs	102,300	27.4%	Marketing	74,000	27.6%
Library of Things	68,000	36.0%	Other Operating	38,700	-29.5%
Processing Supplies	28,700	5.9%	Professional Dues	17,000	-2.9%
Building	598,000	-0.3%	Legal Fees	10,000	100.0%
Equipment & Furnishings	199,000	12.1%	Audit	5,600	3.7%
System Maintenance	139,600	-2.2%	Board Development	2,500	-66.7%
Building Maintenance	133,800	1.2%			
Janitorial	76,300	8.5%			
Utilities	49,300	-36.0%	Transfer to Capital Fund	800,000	33%

2024 Library Fund Operating Expenditures



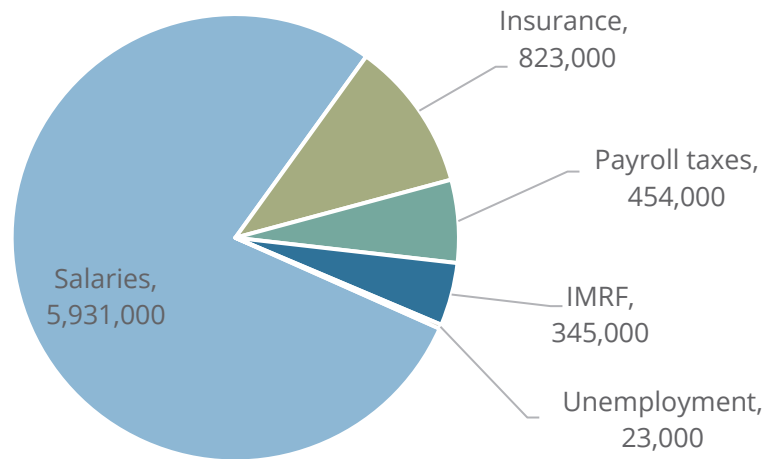
Mount Prospect Public Library
Budget Proposal 2024
FINAL

Expenditures Narrative

Salaries & Benefits – \$7,576,000

Salaries and benefits make up 68% of our operating budget and are our largest expenditure. The 2024 salary budget includes a merit increase of 4%; a bonus pool; an updated salary structure, and minimum grade adjustments. We completed a new salary benchmarking project, and the new scale will take effect the first full payroll of 2024. Our IMRF rate stayed the same from last year (6.3%), and our health insurance rates increased about 5%. In total, with all of the recommended increases, the overall Salaries & Benefits line increases 1.4% over 2023.

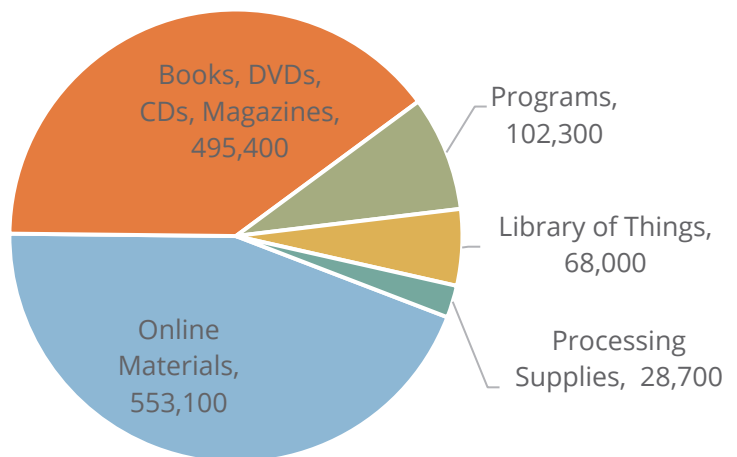
2024 Salary & Benefits



Public Services – \$1,247,500

Following our strategic plan, there are increases in public service expenditures for online materials, programs, and Library of Things. We added funds to the Overdrive Advantage Fiction line to continue to reduce holds. There continue to be fewer DVDs available to purchase due to the shift to streaming, so we have moved some funds from AV to print materials. We have increased our Hoopla budget to help fulfill the community's need for movies.

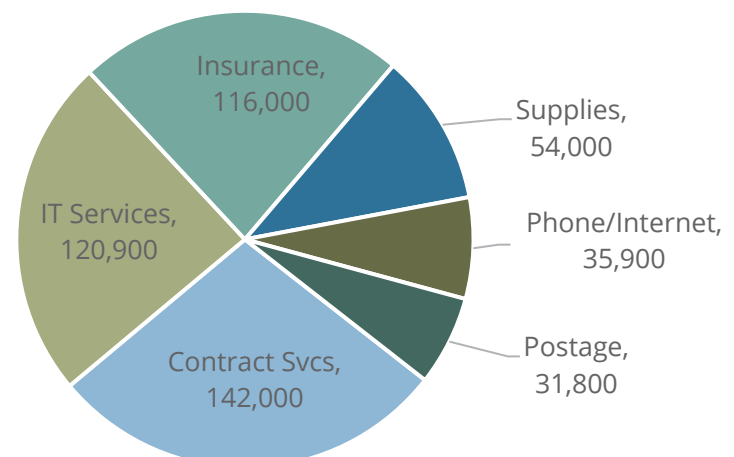
2024 Public Services



Operating - \$500,600

2024 is the first of two years that we will have overlapping Integrated Library System (ILS) costs due to our existing Sirsi contract expiration date in 2025 and our first CCS payment in 2024. We anticipate receiving a grant from RAILS in 2024 to cover the majority of the one-time migration costs. Other increases in the Operating line include additional Adobe Creative Cloud licenses for public computers, replacements and additions to Digital Media Lab equipment, public phone chargers, and a new internet circuit at South Branch.

2024 Operating

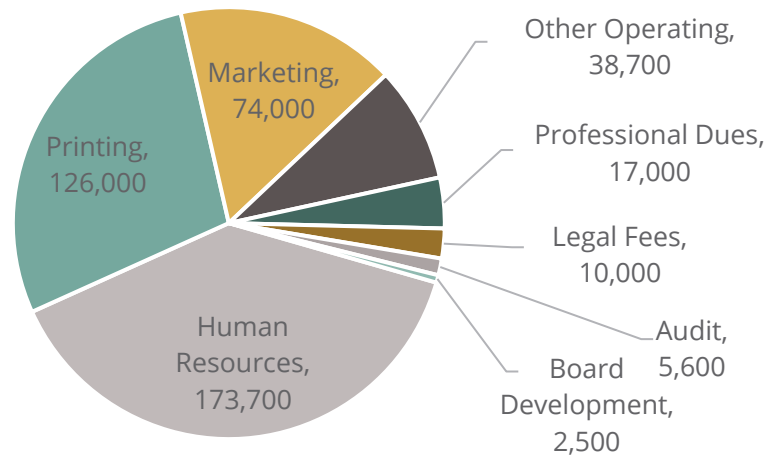


Mount Prospect Public Library
Budget Proposal 2024
FINAL

Management – \$447,500

Per our strategic plan, we are increasing portions of the Marketing budget to provide higher visibility of library offerings to the public. We are expanding the size of some of the bi-monthly mailed newsletters, which increases printing costs. One of the larger increases are for summer reading t-shirts for the public. In 2023 we gave out t-shirts only to Youth, and it was so successful that we are expanding to adults for 2024. Consulting costs are significantly down due to fewer projects, and legal fees have increased to accommodate the planned renovation. 2024 is the bi-annual Public Library conference which increases the Human Resources line. There is \$2,500 allocated in Board Training which will cover one Trustee attending PLA. Also included for 2024 are funds to bring back the Volunteer Recognition and Joint Boards events.

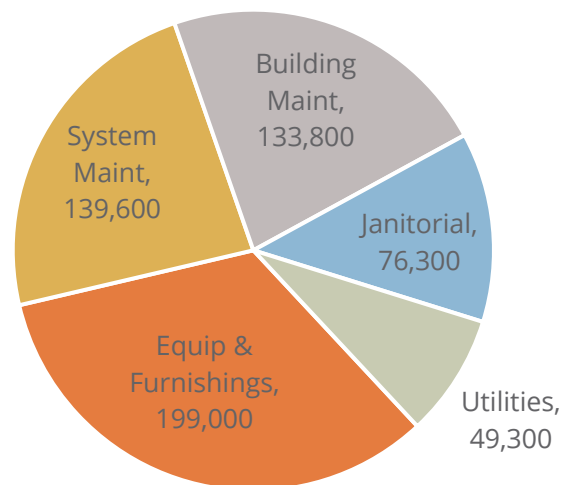
2024 Management



Building - \$598,000

Building expenses have stayed consistent from last year. We see a decrease in natural gas costs due to the changing market. The computer and peripherals lines have increased to accommodate necessary equipment to support the CCS migration.

2024 Building



Friends, Foundation, and Gift Fund
Foundation. We anticipate that the 2024 donations from the Foundation will be similar to the previous year at around \$10,000. This includes adult and youth programs, the Raise a Reader reading program, and the youth Dial-A-Story service.

Friends. We have estimated the 2024 Friends donation will be around \$10,000. Final decisions will be made in November 2024 and will likely include FanFest, the Teddy Bear Walk, Lego Train exhibit, staff morale, duck costume, and possibly some Youth programs.

Gift Fund. We have budgeted a higher amount to spend from the Gift Fund (\$100,000 instead of \$50,000) as a cushion for specialty items that may come up during the renovation, especially those that have a direct public impact. The Gift Fund receives about \$5,000 annually from the sale of discarded items to Thrift Books and donations from the community.

Mount Prospect Public Library
Budget Proposal 2024
FINAL

Capital Projects

In 2023 we expect to complete two large maintenance projects that were identified in the 2020 Capital Assessment Study (BAS Controls (completed) and Structure & Sealants (November 2023 completion). The last remaining very large projects in the Study include replacing the HVAC chillers (\$500k) and replacing the roof (\$1.8M). We continue to use our 20-year Capital Improvement Plan to identify projects as candidates for completion for the next fiscal year. Before embarking on a project, we assess it in detail to determine the specific condition of the existing situation and decide either to move forward with the project or to assign it to a later date in the plan.

In 2024 we have a few “regular” capital purchases that fall under equipment/furniture:

- New piano
- Phone handsets
- Room A chairs

As approved by the Board in August, we will be undertaking a large renovation in the southeast corner of the first floor of the Main building. This project was identified during the 2023 Master Facility Planning project and includes:

- Expanded patron area for holds, Library of Things, Lucky Day, and self-checks
- Welcome Desk
- Automated Materials Handler (Sorter)
- Staff workroom updates

The project’s estimated total cost, including construction, design, supervision, insurance, furniture, fixtures, and new sorter and self-checks is about \$2.9M. This project will be funded from the Capital Projects Fund in accordance with Ordinance No. 2020-1 Establishing a Reserve Fund.

Mount Prospect Public Library
2024 Budget FINAL

Combined Statement of Revenues, Expenditures, & Fund Balances - 2024 Budget					
	Library Operating Fund	Working Cash Fund	Capital Projects Fund	Gift Fund	Total All Funds
Revenues					
Property Taxes	10,853,000	-	-	-	10,853,000
PPRT	105,000	-	-	-	105,000
Per Capita Grant	83,900	-	-	-	83,900
Interest	50,000	-	25,000	-	75,000
Fees	10,800	-	-	-	10,800
Miscellaneous	-	-	-	5,000	5,000
Village, Friends, Foundation	21,800	-	-	-	21,800
Other Grants	73,000	-	-	-	73,000
Total Revenues	11,197,500	-	25,000	5,000	11,227,500
Expenditures					
Salaries & Benefits	7,576,000	-	-	-	7,576,000
Management	447,500	-	-	-	447,500
Operating	500,600	-	-	-	500,600
Building	598,000	-	-	-	598,000
Public Services	1,247,500	-	-	-	1,247,500
Village, Friends, Foundation	21,800	-	-	-	21,800
Capital Projects Fund	-	-	3,042,000	-	3,042,000
Gift Fund	-	-	-	100,000	100,000
Total Expenses	10,391,400	-	3,042,000	100,000	13,533,400
Transfers	(800,000)	-	800,000	-	-
Revenue over Expenditures	6,100	-	(2,217,000)	(95,000)	(2,305,900)
Fund Balances as of 7/31/23	6,567,636	2,116,046	5,502,229	559,263	14,745,174

Mount Prospect Public Library
2024 Budget FINAL

Library Fund				
Library Fund Revenue	2023 Budget	2024 Budget	\$ Difference	% Difference
Tax Revenue	10,687,240	10,958,000	270,760	2.5%
Property Taxes	\$ 10,536,240	\$ 10,853,000	\$ 316,760	3.0%
PPRT	\$ 151,000	\$ 105,000	\$ (46,000)	-30.5%
Other Revenue	142,381	239,500	97,119	68.2%
Interest	-	50,000	50,000	n/a
Per Capita Grant	83,856	83,900	44	0.1%
Fees	12,900	10,800	(2,100)	-16.3%
Other Grants	-	73,000	73,000	n/a
Village, Friends, Foundation	45,625	21,800	(23,825)	-52.2%
Total Library Fund Revenues	10,829,621	11,197,500	367,879	3.4%
Library Fund Expenditures	2023 Budget	2024 Budget	\$ Difference	% Difference
Salaries & Benefits	7,468,000	7,576,000	108,000	1.4%
Salaries	5,840,000	5,931,000	91,000	1.6%
Medical/Life insurance	823,000	823,000	-	0.0%
Payroll taxes	447,000	454,000	7,000	1.6%
IMRF	335,000	345,000	10,000	3.0%
Unemployment	23,000	23,000	-	0.0%
Public Services	1,185,800	1,247,500	61,700	5.2%
Online Materials	533,000	553,100	20,100	3.8%
Programs	80,300	102,300	22,000	27.4%
Library of Things	50,000	68,000	18,000	36.0%
Processing Supplies	27,100	28,700	1,600	5.9%
Adult Print	226,900	247,600	20,700	9.1%
Adult AV	63,500	42,600	(20,900)	-32.9%
Youth Print	151,400	159,700	8,300	5.5%
Youth AV	34,300	26,200	(8,100)	-23.6%
Print Magazines	19,300	19,300	-	0.0%
Building	599,700	598,000	(1,700)	-0.3%
Equipment & Furnishings	177,500	199,000	21,500	12.1%
System Maintenance	142,700	139,600	(3,100)	-2.2%
Building Maintenance	132,200	133,800	1,600	1.2%
Janitorial	70,300	76,300	6,000	8.5%
Utilities	77,000	49,300	(27,700)	-36.0%

Mount Prospect Public Library
2024 Budget FINAL

Library Fund Expenditures	2023 Budget	2024 Budget	\$ Difference	% Difference
Operating	460,900	500,600	39,700	8.6%
Contract Svcs	49,000	142,000	93,000	189.8%
IT Services	174,500	120,900	(53,600)	-30.7%
Insurance	122,000	116,000	(6,000)	-4.9%
Supplies	48,150	54,000	5,850	12.1%
Phone/Internet	35,550	35,900	350	1.0%
Postage	31,700	31,800	100	0.3%
Management	429,700	447,500	17,800	4.1%
Human Resources	160,400	173,700	13,300	8.3%
Printing	121,000	126,000	5,000	4.1%
Marketing	58,000	74,000	16,000	27.6%
Other Operating	54,900	38,700	(16,200)	-29.5%
Professional Dues	17,500	17,000	(500)	-2.9%
Legal Fees	5,000	10,000	5,000	100.0%
Audit	5,400	5,600	200	3.7%
Board Development	7,500	2,500	(5,000)	-66.7%
Total Library Fund	10,144,100	10,369,600	225,500	2.2%
Revenue over Expenditures	685,521	827,900	142,379	20.8%
Transfer to Capital Project Fund	600,000	800,000	200,000	33.3%
Revenue over Expenditures w/ Transfer	39,896	6,100	(33,796)	-84.7%
Village, Friends, Foundation Reimbursable	45,625	21,800	(23,825)	-52.2%
<i>Library Fund Balance as of 7/31/2023</i>		<i>6,567,636</i>		

Mount Prospect Public Library
2024 Budget FINAL

Capital Projects Fund				
Capital Projects Fund Revenue	2023 Budget	2024 Budget	\$ Difference	% Difference
Interest	-	25,000	25,000	100%
Transfer from Library Fund	600,000	800,000	200,000	33%
Total Library Fund Revenues	600,000	825,000	225,000	38%
Capital Projects Fund Expenditures	2023 Budget	2024 Budget	\$ Difference	% Difference
Project A Renovation	-	2,621,000	2,621,000	100%
Sorter	-	300,000	300,000	100%
Self Checks	-	86,000	86,000	100%
Piano	-	10,000	10,000	100%
Handsets	-	10,000	10,000	100%
Room A Chairs	-	15,000	15,000	100%
Material check in - garage return	32,400	-	(32,400)	n/a
Hot water boiler	48,600	-	(48,600)	n/a
Variable frequency drives at HVAC air and wa	73,440	-	(73,440)	n/a
Automatic doors	11,232	-	(11,232)	n/a
Structural concrete at facility corners	74,328	-	(74,328)	n/a
Façade caulking	43,200	-	(43,200)	n/a
BAS controls upgrade	350,000	-	(350,000)	n/a
Total Capital Projects Fund	633,200	3,042,000	2,408,800	380%
<i>Capital Projects Fund Balance as of 7/31/2023</i>		5,502,229		

Mount Prospect Public Library
2024 Budget FINAL

Gift Fund				
Gift Fund Revenue	2023 Budget	2024 Budget	\$ Difference	% Difference
Miscellaneous	5,000	5,000		
Total Library Fund Revenues	5,000	5,000	-	0%
Gift Fund Expenditures	2023 Budget	2024 Budget	\$ Difference	% Difference
Project A Renovation	50,000	100,000	50,000	100%
Total Gift Fund	50,000	100,000	50,000	100%
<i>Gift Fund Balance as of 7/31/2023</i>		559,263		

Mount Prospect Public Library
2024 Budget FINAL

5 Year Capital Plan					
Projects	2024	2025	2026	2027	2028
Major Renovations	3,007,000	100,000	6,611,000	-	6,617,000
Project A	3,007,000	-	-	-	-
Second Floor	-	-	6,611,000	-	-
First Floor	-	-	-	-	5,617,000
South Branch move/update	-	100,000	-	-	1,000,000
Equipment/Furniture	35,000	82,000	-	-	-
Piano	10,000	-	-	-	-
Handsets	10,000	-	-	-	-
Room A Chairs	15,000	-	-	-	-
Disc cleaners	-	22,000	-	-	-
Remote kiosks/lockers	-	60,000	-	-	-
Roof replacement	-	-	-	1,800,000	-
Elevator upgrade/modernize	-	-	-	94,000	98,000
HVAC	-	478,000	-	-	-
Chillers & service grate		478,000			
Structural	-	-	-	-	328,000
Major tuckpointing	-	-	-	-	328,000
Total Expenses	3,042,000	660,000	6,611,000	1,894,000	7,043,000

Mount Prospect Public Library
SALARY STRUCTURE

Pay Grade	2024 Payrates	Range Minimum	Range Midpoint	Range Maximum
<i>With the increase in the minimum wage, Grades 1 & 2 were eliminated prior to January 2024.</i>				
3	Annual	\$ 29,250.00	\$ 31,453.50	\$ 37,752.00
	Pay Period	\$ 1,125.00	\$ 1,209.75	\$ 1,452.00
	Hourly	\$ 15.00	\$ 16.13	\$ 19.36
4	Annual	\$ 29,250.00	\$ 35,256.00	\$ 42,315.00
	Pay Period	\$ 1,125.00	\$ 1,356.00	\$ 1,627.50
	Hourly	\$ 15.00	\$ 18.08	\$ 21.70
5	Annual	\$ 31,629.00	\$ 39,526.50	\$ 47,424.00
	Pay Period	\$ 1,216.50	\$ 1,520.25	\$ 1,824.00
	Hourly	\$ 16.22	\$ 20.27	\$ 24.32
6	Annual	\$ 35,451.00	\$ 44,304.00	\$ 53,157.00
	Pay Period	\$ 1,363.50	\$ 1,704.00	\$ 2,044.50
	Hourly	\$ 18.18	\$ 22.72	\$ 27.26
7	Annual	\$ 39,741.00	\$ 49,686.00	\$ 59,631.00
	Pay Period	\$ 1,528.50	\$ 1,911.00	\$ 2,293.50
	Hourly	\$ 20.38	\$ 25.48	\$ 30.58
8	Annual	\$ 44,557.50	\$ 55,692.00	\$ 66,826.50
	Pay Period	\$ 1,713.75	\$ 2,142.00	\$ 2,570.25
	Hourly	\$ 22.85	\$ 28.56	\$ 34.27
9	Annual	\$ 49,959.00	\$ 62,439.00	\$ 74,919.00
	Pay Period	\$ 1,921.50	\$ 2,401.50	\$ 2,881.50
	Hourly	\$ 25.62	\$ 32.02	\$ 38.42
10	Annual	\$ 56,004.00	\$ 70,005.00	\$ 84,006.00
	Pay Period	\$ 2,154.00	\$ 2,692.50	\$ 3,231.00
	Hourly	\$ 28.72	\$ 35.90	\$ 43.08
11	Annual	\$ 62,790.00	\$ 78,487.50	\$ 94,185.00
	Pay Period	\$ 2,415.00	\$ 3,018.75	\$ 3,622.50
	Hourly	\$ 32.20	\$ 40.25	\$ 48.30
12	Annual	\$ 70,395.00	\$ 87,984.00	\$ 105,573.00
	Pay Period	\$ 2,707.50	\$ 3,384.00	\$ 4,060.50
	Hourly	\$ 36.10	\$ 45.12	\$ 54.14
13	Annual	\$ 78,916.50	\$ 98,650.50	\$ 118,384.50
	Pay Period	\$ 3,035.25	\$ 3,794.25	\$ 4,553.25
	Hourly	\$ 40.47	\$ 50.59	\$ 60.71
14	Annual	\$ 88,491.00	\$ 110,604.00	\$ 132,717.00
	Pay Period	\$ 3,403.50	\$ 4,254.00	\$ 5,104.50
	Hourly	\$ 45.38	\$ 56.72	\$ 68.06

Effective 1/14/2024, the 1st full pay period in 2024.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

August 2023

Youth Services

- 1) We promoted our new Teacher Library Cards this month. We attended training periods at seven schools and talked to 276 teachers about the new cards. These presentations helped us to promote all the library has to offer as the school year started.
- 2) During August, we offered storytimes in different languages. We hosted a "German Storytime," in partnership with a local German school, Wochenendschule der Donauschwaben. We also held a "Polish Storytime," in which 72 people listened to stories, danced, and created a craft.
- 3) We attended the annual Boxwood Bash and interacted with over 200 people (including the mayor) and passed out books, duckies, and promotional materials.



South Branch & Community Engagement

- 1) We hosted a Spanish-language book discussion of Fredrik Backman's *Un Hombre Llamado Ove* (*A Man Called Ove*) that included coffee and Mexican sweet bread in addition to the conversation. Many asked for more book discussions in Spanish, and it was a good opportunity to promote the Spanish discussion of the One Book, One Village title, *Gente Ansiosa* (*Anxious People*).
- 2) We participated in District 59's Back-to-School events at John Jay School and Oasis Mobile Home Park. We provided families with information about the services and resources available to them at both of our locations and distributed free books to kids of all ages as well as tattoos, pencils, and other fun swag. We interacted with approximately 600 students and parents at these busy events.
- 3) The library participated in the annual Celebration of Cultures event at Kopp Park on the South Side of Mount Prospect. This event celebrating Mount Prospect's diversity was our busiest yet, and we had many visitors who decorated bags to reflect their cultural heritage. We also had many participants in our two sessions of Lotería, the Mexican bingo-like game.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) The South Branch Assistant Manager position was filled by our own Elly Colin. Elly was the Branch's Program Coordinator and brings her extensive knowledge of branch operations and her positive relationships to this role.

Research

- 1) Department staff attended a two-part "Adobe Photoshop" training presented by the Technology Librarian Dan Criscione and Technology Assistant Charlie Celander. Staff members were very positive about the experience; they are now more familiar with the software and better able to offer assistance to patrons.
- 2) We completed uploading items to the Pandemic Moments collection to be part of the Illinois Digital Archives. Pandemic Moments is a community project to document the COVID years. The library's four collections on Illinois Digital Archives were viewed 830 times this month.
- 3) "Every Color Has a Story: History on the Palette" was the highest attended Research program (34) this month. Patron evaluations were all complimentary with an average rating of 4.55 (out of 5). One patron commented: "The presenter was fantastic and engaging."



Fiction/AV/Teen

- 1) The community responded enthusiastically to the return of Tiny Art, with 163 kits distributed to adult and teen patrons in August.
- 2) Staff discussions were held for this year's One Book, One Village title, *Anxious People* – these discussions helped deepen staff's understanding of the book and prepare them to interact with the public as the event begins in earnest.
- 3) We welcomed our newest Readers' Advisor Angela McCarver to the team, bringing the department back up to full staffing for the first time since December 2022.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Registration

- 1) We attended five library card outreach events with Youth staff during the last two weeks of August, including St. Emily, John Jay, Fairview, Robert Frost, and Lions Park. This is a great way to connect with the community and get cards in the hands of patrons.
- 2) Registration staff recorded three phone training videos, one for the soft phone, and one for each of the desk phone models (6930/6940). These videos will be key to helping staff use the telephone system more effectively.
- 3) We issued 68 Museum Adventure passes during August. The direct link on the main website page is very helpful for patrons to find the service.

Circulation

- 1) Staff were excited to get involved with this year's One Book, One Village event, both by attending staff book discussions and talking about OBOV to patrons at the public desk. Staff shared the following interactions with patrons at the desk:
 - a. One patron was excited to hear that we were doing OBOV again. They enjoyed participating last year, and they were excited to see the program getting even more promotion this year.
 - b. Another patron was excited to hear that Large Type copies of the book would be made available and was looking forward to the community-building aspect of the program in particular.
- 2) Patrons continue to discover the Library of Things Junior collection. Staff heard a number of patrons remark how excited they were to see all we had to offer and how easy the collection was to browse.

Building & Security

- 1) Our HVAC Building Automation Upgrade project was closed out in August, and the engineering firm made an on-site visit and verified the new system on August 15. We also received the closeout as-built documents from the contractor.
- 2) Our insurance provider conducted their annual safety inspection on August 22. The inspector does a detailed walk-thru inspection of all areas of the library including the mechanical penthouse, all public spaces, staff areas, garage level, storage areas, and exterior areas. No areas of concern were noted.

Collection & Bibliographic Services

- 1) We have been changing all of the travel and test prep books from serial records to monograph records as part of the preparation for joining CCS.
- 2) We have augmented the Library of Things, including a Ghost hunting kit, coin counter, and more crafting tools.

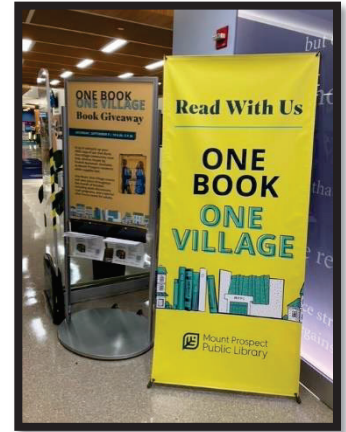
Marketing

- 1) We launched the marketing campaign for our One Book, One Village community read. This included large banners inside the building, posters, takeaway flyers, and

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

pedestrian banners hung on the outside light poles, a dedicated web page, and a full two page spread in our newsletter.

- 2) We attended the first workgroup meeting for the Information and Communication team as part of the Aging in Community initiative through the Village of Mount Prospect Human Services Department. This allowed MPPL an opportunity to connect with people in parallel departments at both the village and park district. We look forward to seeing how the library can play a role in helping to connect those aging in our community to important resources and services.
- 3) The first elementary school e-news was sent just after the first day of school which received a 69% open rate. The highest click-through rate (42%) was for the new individual teacher library cards.
- 4) We hosted our first graphic design intern in July and August. Abigail A. is a senior graphic design major who reached out to us to complete her degree with a professional internship. She created several pieces for Youth Services as well as some social media graphics and some thumbnail sketches for upcoming projects. It was a great learning experience for her and our department.
- 5) In social media: The Barbie/Oppenheimer Instagram post still comes out on top for the last 90 days (about three months). The 2023 Reading Challenge and the One Book, One Village initial posts also attracted a lot of attention.



Information Technology

- 1) On August 26 we held a techie night where the IT team stayed after hours to complete system upgrades and maintenance that we are not easily able to do when the library is open.

Human Resources & Learning

- 1) Number of open positions: 0
- 2) Number of vacant positions filled: 4. Readers' Advisor; Circulation Workroom Assistant; Circulation Desk Assistant; South Branch Assistant Manager
- 3) Number of separations: 1
- 4) Staff anniversaries: Rachel Martin, Circulation Services Assistant Department Head, 5 years
- 5) Significant work was completed with HR Source on a new benchmarking project. The results of this project will be reflected in the proposed 2024 Salary Structure. Anticipated impacts were also worked into the 2024 salary budget proposal.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Friends of the Mount Prospect Public Library

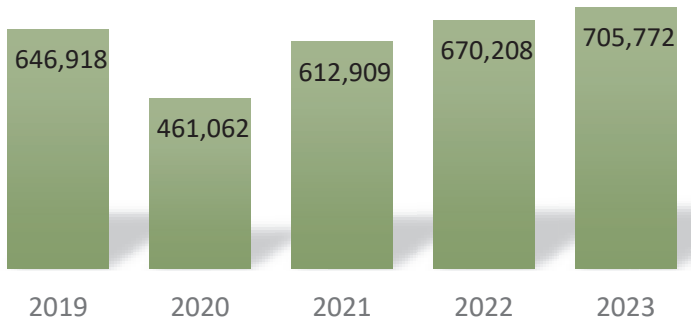
- 1) The Friends are promoting the Fall Book Sale with printed flyers in local business windows.
- 2) The Board has added a book cart filled with foreign language books on the second floor near the world languages collection.
- 3) The Board met to discuss funding priorities for the library and will use these in planning for 2024.

Mount Prospect Public Library Foundation

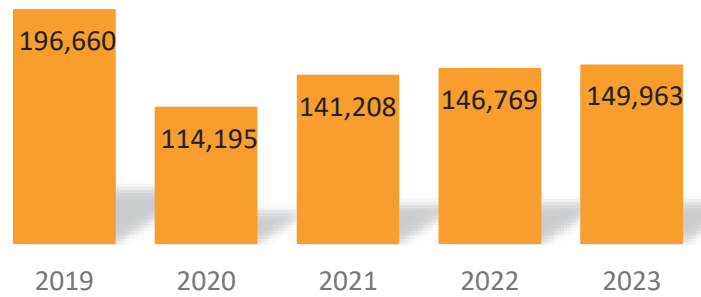
- 1) The Board is discussing a new fundraising Trivia Night event for the beginning of 2024.
- 2) The Fundraising Committee is soliciting donations for the fall raffle which will run October 6-22, 2023.
- 3) Board members have developed a flyer to recruit event and Board member volunteers.

Mount Prospect Public Library
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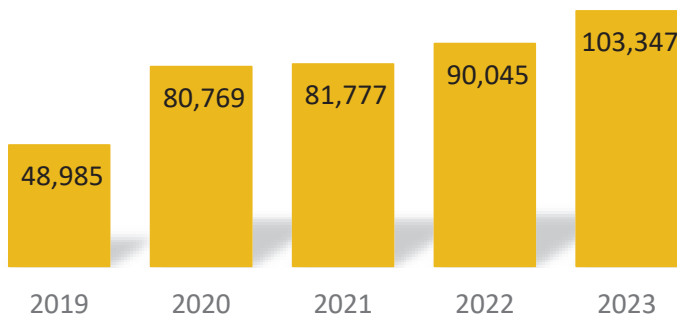
Overall Circulation YTD



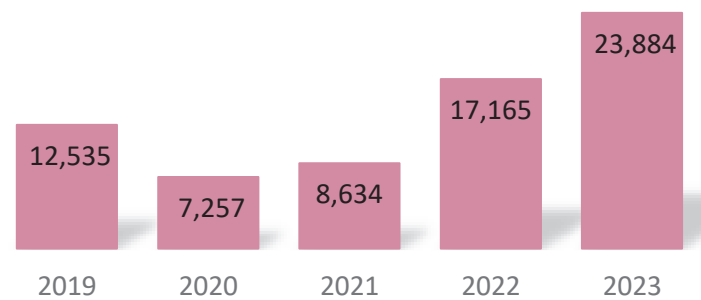
AV Circulation YTD



eMedia Circulation YTD

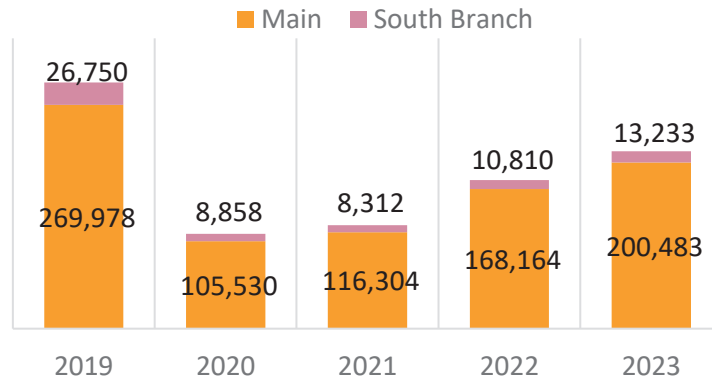


Other Circulation YTD

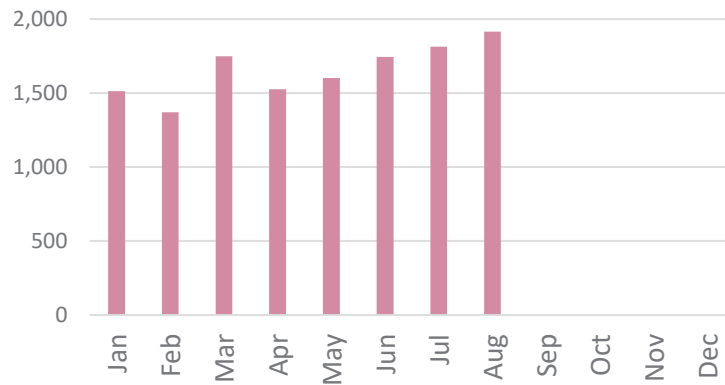


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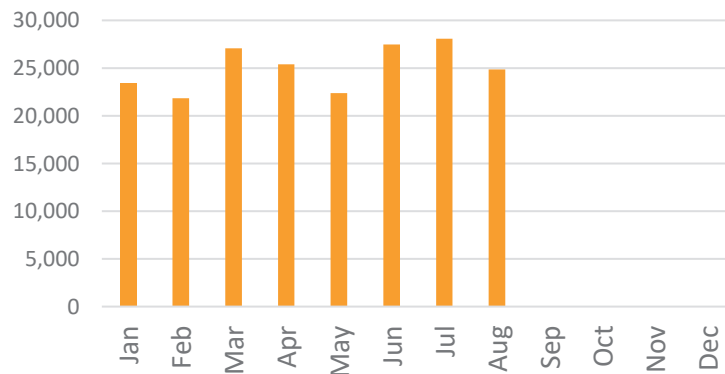
2023 Door Count - YTD



2023 Door Count Monthly - South Branch

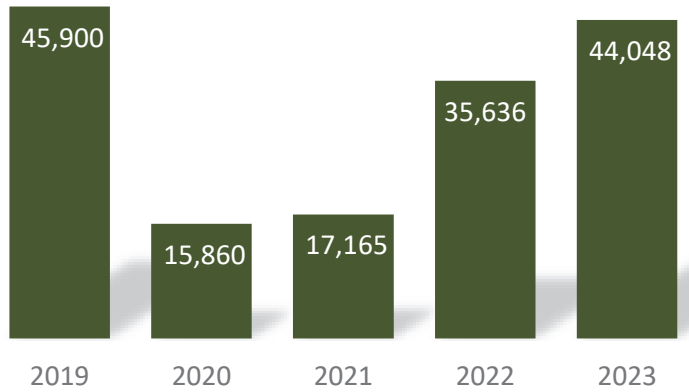


2023 Door Count Monthly - Main

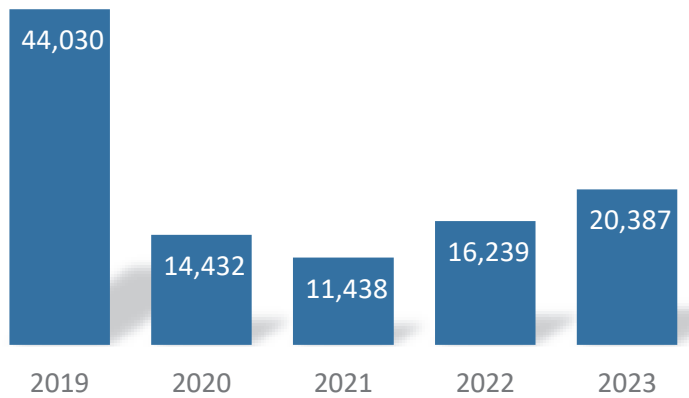


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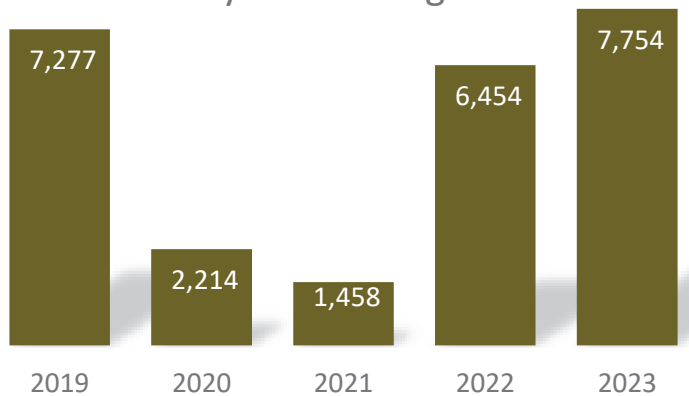
Wireless Unique Users YTD



Public Computer Hours Usage YTD

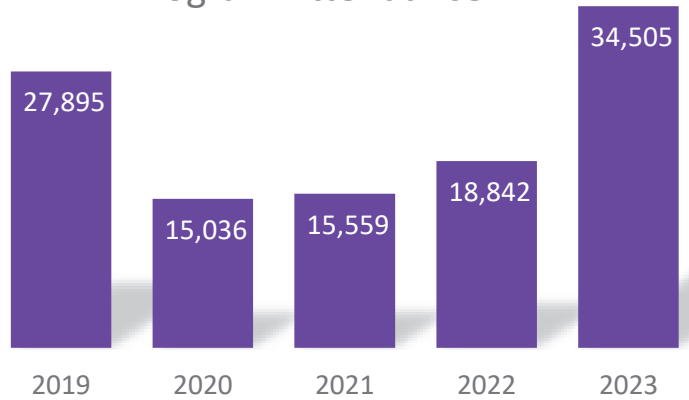


Study Room Usage YTD

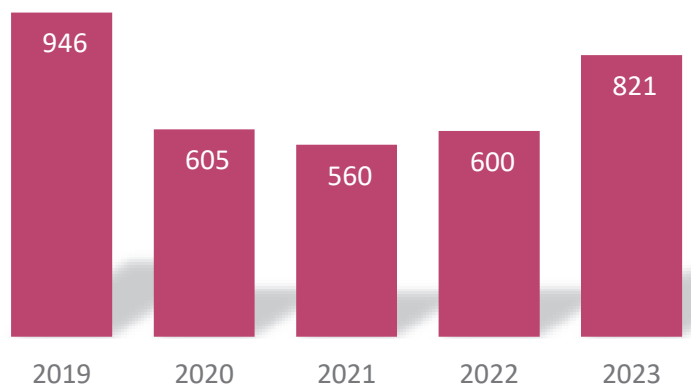


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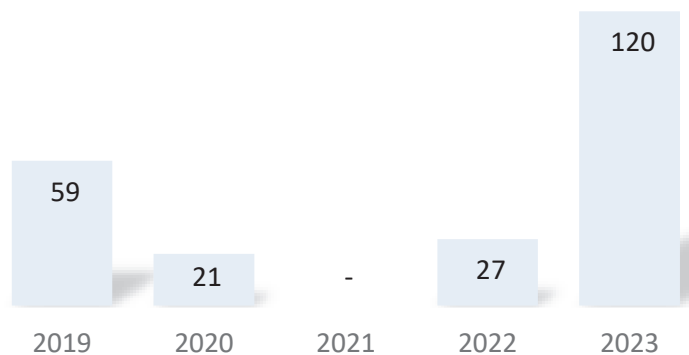
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD



August 2023 Strategic Plan Progress Report

Items Completed in August 2023

1. No new items were completed in August 2023.

Selected In Progress Items

1. **Master Plan Implementation (A1B).** Identify implementation timeline and funding of the facility Master Plan for the Main Library.
 - a. In August the Board approved Project A from the Master Plan, and we have signed an agreement with our architect and construction manager. We expect to officially kick off the design portion of the project in September and plan to go out to bid in January 2024.