

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

Regular Board Meeting
October 19, 2023, 7:00 p.m.
Youth Program Room 119b

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. 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 September 21, 2023 **(4-6)**
 - b. Minutes of Personnel Committee Meeting of October 5, 2023 **(7)**
 - c. September 2023 Bills **(8)** and Financial Reports **(9-20)**
 - d. Approve Executive Director salary increase to \$143,000 effective November 1, 2023 and 5% increase effective January 1, 2024 per the recommendation of the Personnel Committee
6. **Third Quarter Financial Review**
7. **Approve New "Illinois Paid Leave for All Workers Act" Policy (21)**
8. **Executive Director Report (3)**
 - a. September 2023 Library Activity Report **(22-31)**
 - b. Strategic Plan Update **(32-33)**
 - c. Review public library standards for Per Capita Grant requirements **(34-43)**
9. **Trustee Reports and Comments**
10. **Closed Session**

As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
11. **Reconvene Open Session**

Make any determination resulting from the closed session.

12. Upcoming Meetings and Events Calendar

- a. October 23 – Foundation Board Meeting – Sylvia Haas
- b. November 2, 7:00 p.m. – Committee of the Whole Meeting (tentative)
- c. November 3 – Library Closed for Staff In-Service Day
- d. November 7, 7:00 p.m. – Village Final Levy Reading (tentative)
- e. November 16, 7:00 p.m. – Regular Board Meeting
 - i. Recognize significant employee and volunteer anniversaries
 - ii. Approve Per Capita Grant application
 - iii. Approve library Succession Plan
 - iv. Review of closed meeting minutes and recordings
- f. November 21, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
- g. November 27 – Foundation Board Meeting – Kristine O’Sullivan

13. Adjournment

Mount Prospect Public Library
Board of Trustees

Library Director Report
October 19, 2023

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **Third Quarter Financial Review.** This is agenda item 6. Malachi Kohlwey, Finance Manager, will present a summary of the library's finances for the quarter ending September 30, 2023.
3. **Approve New "Illinois Paid Leave for All Workers Act" Policy.** This is agenda Item number 7. In March 2023 SB208 was signed into law, which mandates paid time off for all employees. For us, the majority of our staff already have paid time off benefits that are more generous than the act, so this will impact our 35 General Part Time employees (who work fewer than 20 hours per week) and substitutes.

In summary, this law provides paid leave that accrues at the rate of one hour for every 40 hours worked, up to a maximum of 40 hours in a 12-month period. The law takes effect January 1, 2024, and employees are eligible to start taking their accrued time in March.

4. **Per Capita Grant Standards Review.** This is agenda item number 8c. I am pleased to report that we now meet all of the standards listed in Serving Our Public 4.0: Standards for Illinois Public Libraries (with one caveat). Reviewing these standards annually is a requirement of the Per Capita Grant, which we will approve in November.

This year we were/will be able to check off the final three standards:

- a. ADA compliant website
- b. Salaries and benefits account for up to 70% of the operating budget
- c. Written succession plan for library leadership
 - i. This document will be brought to the Board for approval at the November 16 meeting.

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

Regular Board Meeting
September 21, 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 7:03 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, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

President Bass reminded the Board to send the completed evaluation form to her and Trustee Groenwald by October 3 to prepare for the Personnel Committee meeting on October 5.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of August 17, 2023
- b. Minutes of Finance Committee Meeting of September 7, 2023
- c. August 2023 Bills and Financial Reports
- d. Updated LIMRiCC Intergovernmental Agreement
- e. Updated Meeting and Study Room Policy

Trustee O'Sullivan identified a spelling error in the September 7 Finance Committee minutes and requested it be corrected. Executive Director Reynders answered questions regarding the LIMRiCC Intergovernmental Agreement and the updated Meeting and Study Room policy.

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

6. One Book, One Village Staff Presentation

Fiction/AV/Teen Department Head John McInnes and Advisory and Programming Librarian Al Nettnin gave a presentation on the One Book, One Village community read program, featuring *Anxious People* by Fredrik Backman. Trustees reviewed the many programming opportunities being offered including various book discussions and culminating in a "Library After Hours: One Book, One Village Social" event on October 27 at 7:00 p.m.

7. Approve Amendment 2 to Ordinance No. 2020-1 Establishing a Reserve Fund

Executive Director Reynders reviewed Amendment 2 to Ordinance No. 2020-1 Establishing a Reserve Fund and answered questions.

Motion was made by Trustee Benden and seconded by Trustee Gilligan to approve Amendment 2 to Ordinance No. 2020-1 Establishing a Reserve Fund as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

8. Approve Resolution No. 2023-4 Certifying the 2024 Appropriation Budget and 2023 Tax Levy, 2024 Working Budget, and 2024 Salary Structure

Treasurer Gilligan provided a short summary of the Finance Committee meeting held on September 7 and recommended that the Board approve the 2024 Budget as presented.

Motion was made by Trustee Haas and seconded by Trustee Gilligan based on the Finance Committee's recommendation to approve Resolution No. 2023-4 Certifying the 2024 Appropriation Budget and 2023 Tax Levy, the 2024 Working Budget, and the 2024 Salary Structure 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

- a. August 2023 Library Activity Report
- b. Strategic Plan Update

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

10. Trustee Reports and Comments

Marie Bass attended the Foundation Board meeting on August 28 and reported that the Mini Golf event will be held on March 16, 2024.

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)
- 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

Motion was made by Trustee Benden and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 7:56 p.m. Voice vote carried.

Sylvia Fulk, Secretary

**Personnel Committee Meeting
October 5, 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 7:05 p.m. by Marie Bass, President.

2. Roll Call

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

Committee Members Absent: Sylvia Haas

Staff Present: None

Visitors: None

3. Public Comment

There was no public comment.

4. Adjourn to Closed Session

As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion was made by Trustee O'Sullivan and seconded by Trustee Groenwald to adjourn to closed session at 7:06 p.m. Voice vote carried.

5. Adjournment

Personnel Committee meeting was adjourned at 8.38 p.m.

Sylvia Fulk, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of September 30, 2023

Library General Fund	5,493,499.62
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,529,032.53
Debt Service Fund	0.00
Gift Fund	570,007.21
Total All Funds	13,708,585.62

Disbursements September 2023

\$ 671,392.09

Financial Summary

Fund Balances

Combined Library General & Working Cash Funds	\$	7,609,545.88
Annual Operating Budget 2023	\$	10,143,700.00
Combined Balance - Months in Reserve		9.0
Combined Balance - Percentage in Reserve		75.0%

YTD September Spending

- * We're on target with spending, and our YTD percentage expended is 67.9%
- * Last year at this time, we had expended 71.0%

Levy Collection

- * To date, 61.96% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 09/30/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$4,417.41	\$0.00	\$0.00	\$0.00	\$0.00	\$4,417.41
Interest Income	\$47.31	\$0.00	\$0.00	\$0.00	\$0.00	\$47.31
Miscellaneous Fees	\$1,691.62	\$0.00	\$0.00	\$0.00	\$0.00	\$1,691.62
Friends Reimbursement	\$134.27	\$0.00	\$0.00	\$0.00	\$0.00	\$134.27
Foundation Reimbursement	\$469.49	\$0.00	\$0.00	\$0.00	\$0.00	\$469.49
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$232.27	\$232.27
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$10,100.00	\$10,100.00
Total Revenues	\$6,760.10	\$0.00	\$0.00	\$0.00	\$10,332.27	\$17,092.37
Expenses						
Salaries & Benefits	\$290,470.84	\$0.00	\$0.00	\$0.00	\$0.00	\$290,470.84
Management Expense	\$11,054.36	\$0.00	\$0.00	\$0.00	\$0.00	\$11,054.36
Operating Expense	\$11,539.75	\$0.00	\$0.00	\$0.00	\$0.00	\$11,539.75
Building Expense	\$37,743.86	\$0.00	\$0.00	\$0.00	\$0.00	\$37,743.86
Library Materials	\$89,360.16	\$0.00	\$0.00	\$0.00	\$0.00	\$89,360.16
Reimbursable Expense	\$2,753.23	\$0.00	\$0.00	\$0.00	\$0.00	\$2,753.23
Total Expenses	\$442,922.20	\$0.00	\$0.00	\$0.00	\$0.00	\$442,922.20
BEGINNING FUND BALANCE	\$5,929,661.72	\$2,116,046.26	\$5,529,032.53	\$0.00	\$559,674.94	\$14,134,415.45
NET SURPLUS/(DEFICIT)	(\$436,162.10)	\$0.00	\$0.00	\$0.00	\$10,332.27	(\$425,829.83)
ENDING FUND BALANCE	\$5,493,499.62	\$2,116,046.26	\$5,529,032.53	\$0.00	\$570,007.21	\$13,708,585.62

Mount Prospect Public Library

Revenue Report

For the Period Ended 09/30/2023

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	\$4,417.41	\$6,621,581.60	\$10,687,240.00	\$4,065,658.40	61.96%	38.04%
Illinois Per Capita Grant	\$0.00	\$83,856.70	\$83,856.00	(\$0.70)	100.00%	0.00%
Interest Income	\$47.31	\$240,526.32	\$0.00	(\$240,526.32)	0.00%	0.00%
Fees	\$1,677.12	\$22,409.98	\$12,700.00	(\$9,709.98)	176.46%	(76.46%)
For Sale Items	\$14.50	\$443.55	\$200.00	(\$243.55)	221.78%	(121.78%)
Miscellaneous Income	\$0.00	\$70,004.29	\$0.00	(\$70,004.29)	0.00%	0.00%
Friends Reimbursement	\$134.27	\$2,294.23	\$34,200.00	\$31,905.77	6.71%	93.29%
Foundation Reimbursement	\$469.49	\$8,701.90	\$9,675.00	\$973.10	89.94%	10.06%
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	\$6,760.10	\$7,051,434.87	\$10,829,621.00	\$3,778,186.13	65.11%	34.89%
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	\$0.00	\$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	\$0.00	\$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 09/30/2023

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$0.00					
Interest Income	\$0.00	(\$0.41)	\$0.00	\$0.41	0.00%	0.00%
Total Debt Service Fund	\$0.00	\$3,558.02	\$0.00	(\$3,558.02)	0.00%	0.00%
		\$3,557.61	\$0.00	(\$3,557.61)	0.00%	0.00%
<u>Gift Fund</u>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$232.27	\$3,016.94	\$5,000.00	\$1,983.06	60.34%	39.66%
Donations	\$10,100.00	\$11,978.06	\$0.00	(\$11,978.06)	0.00%	0.00%
Total Gift Fund	\$10,332.27	\$14,995.00	\$5,000.00	(\$9,995.00)	299.90%	(199.90%)

Mount Prospect Public Library

Expense Report

For the Period Ended 09/30/2023

Library Fund	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	\$244,673.13	\$4,105,921.65	\$5,840,000.00	\$1,734,078.35	70.31%	29.69%
IMRF	\$26,925.37	\$234,090.16	\$335,000.00	\$100,909.84	69.88%	30.12%
MC/FICA	\$18,889.09	\$296,172.88	\$447,000.00	\$150,827.12	66.26%	33.74%
Medical Insurance	(\$16.75)	\$494,487.74	\$820,000.00	\$325,512.26	60.30%	39.70%
Life Insurance	\$0.00	\$1,224.19	\$3,000.00	\$1,775.81	40.81%	59.19%
Unemployment Compensation Tax	\$0.00	\$19,207.51	\$23,000.00	\$3,792.49	83.51%	16.49%
Total Salaries & Benefits	\$290,470.84	\$5,151,104.13	\$7,468,000.00	\$2,316,895.87	68.98%	31.02%
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	\$2,534.40	\$58,611.17	\$121,000.00	\$62,388.83	48.44%	51.56%
Marketing	\$1,198.93	\$35,332.46	\$58,000.00	\$22,667.54	60.92%	39.08%
Professional Dues	(\$1,473.00)	\$12,132.99	\$17,500.00	\$5,367.01	69.33%	30.67%
Board Development	\$2,078.00	\$2,423.00	\$7,500.00	\$5,077.00	32.31%	67.69%
Human Resources	\$6,443.54	\$123,740.64	\$158,400.00	\$34,659.36	78.12%	21.88%
Other Operating	\$272.49	\$43,038.67	\$54,900.00	\$11,861.33	78.39%	21.61%
Total Management Expenses	\$11,054.36	\$282,928.93	\$427,700.00	\$144,771.07	66.15%	33.85%
Operating Expenses						
Telecommunications	\$4,726.30	\$26,053.00	\$35,550.00	\$9,497.00	73.29%	26.71%
Insurance	\$625.00	\$91,947.51	\$122,000.00	\$30,052.49	75.37%	24.63%
Office Supplies	\$2,207.57	\$16,209.11	\$27,350.00	\$11,140.89	59.27%	40.73%
Library Supplies	\$1,017.37	\$9,783.05	\$20,800.00	\$11,016.95	47.03%	52.97%
Postage	\$573.75	\$14,155.91	\$31,700.00	\$17,544.09	44.66%	55.34%
Contract Services	\$0.00	\$18,603.89	\$49,000.00	\$30,396.11	37.97%	62.03%
Software	\$2,389.76	\$95,003.85	\$174,500.00	\$79,496.15	54.44%	45.56%
Total Operating Expenses	\$11,539.75	\$271,756.32	\$460,900.00	\$189,143.68	58.96%	41.04%
Building Expenses						

Mount Prospect Public Library

Expense Report

For the Period Ended 09/30/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Maintenance	\$17,326.38	\$108,605.20	\$132,200.00	\$23,594.80	82.15%	17.85%
Hardware & System Maintenance	\$376.26	\$91,699.57	\$142,700.00	\$51,000.43	64.26%	35.74%
Janitorial	\$5,552.78	\$47,047.96	\$69,900.00	\$22,852.04	67.31%	32.69%
Equipment	\$12,006.54	\$84,499.23	\$177,500.00	\$93,000.77	47.61%	52.39%
Utilities	\$2,481.90	\$30,217.26	\$77,000.00	\$46,782.74	39.24%	60.76%
Total Building Expenses	\$37,743.86	\$362,069.22	\$599,300.00	\$237,230.78	60.42%	39.58%
Services and Resources						
Adult Print	\$18,955.89	\$138,651.80	\$226,900.00	\$88,248.20	61.11%	38.89%
Adult AV	\$4,501.10	\$31,809.51	\$63,500.00	\$31,690.49	50.09%	49.91%
Youth Print	\$10,993.00	\$101,036.37	\$151,400.00	\$50,363.63	66.73%	33.27%
Youth AV	\$6,240.70	\$21,046.50	\$34,300.00	\$13,253.50	61.36%	38.64%
Magazines	\$1,026.14	\$17,830.74	\$19,300.00	\$1,469.26	92.39%	7.61%
Electronic Resources	\$5,732.31	\$167,086.87	\$181,200.00	\$14,113.13	92.21%	7.79%
Digital Media	\$30,123.12	\$192,434.32	\$303,800.00	\$111,365.68	63.34%	36.66%
E-Learning	\$0.00	\$42,067.93	\$48,000.00	\$5,932.07	87.64%	12.36%
Library of Things	\$2,521.12	\$43,749.54	\$50,000.00	\$6,250.46	87.50%	12.50%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$3,504.73	\$18,305.26	\$26,400.00	\$8,094.74	69.34%	30.66%
Programs	\$5,762.05	\$44,852.19	\$82,300.00	\$37,447.81	54.50%	45.50%
Total Services and Resources	\$89,360.16	\$819,555.45	\$1,187,800.00	\$368,244.55	69.00%	31.00%
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	\$1,210.00	\$9,657.90	\$9,675.00	\$17.10	99.82%	0.18%
Friends Expenses	\$190.31	\$3,596.61	\$34,200.00	\$30,603.39	10.52%	89.48%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$1,352.92	\$4,953.57	\$1,750.00	(\$3,203.57)	283.06%	(183.06%)
Total Sponsored Expenses	\$2,753.23	\$18,208.08	\$45,625.00	\$27,416.92	39.91%	60.09%

Mount Prospect Public Library

Expense Report

For the Period Ended 09/30/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$442,922.20	\$6,905,622.13	\$10,789,325.00	\$3,883,702.87	64.00%	36.00%
Working Cash Fund						
200-7820-99	\$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%
Capital Project Fund						
400-6130-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99	\$0.00	\$613,416.41	\$240,000.00	(\$373,416.41)	255.59%	(155.59%)
400-6805-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6840-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6845-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7000-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7010-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7810-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7820-99	\$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%)
Debt Service Fund						
500-6120-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6130-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6180-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-6181-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
500-7800-99	\$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 09/30/2023

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
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2023

Date	Source	Amount
09/01/2023	1ST METROPOLITAN TRA	\$75.00
09/01/2023	ACCURATE EMPLOYMENT	\$115.76
09/01/2023	AMAZON	\$3893.40
09/01/2023	ANNE L. SHIMOJIMA	\$500.00
09/01/2023	BACKSTAGE LIBRARY WO	\$1352.03
09/01/2023	BAKER & TAYLOR, INC.	\$11523.70
09/01/2023	BANNERVILLE USA	\$1030.00
09/01/2023	CHILDREN'S PLUS INC.	\$13.25
09/01/2023	CINTAS #22	\$125.09
09/01/2023	CRYSTAL MAINTENANCE	\$2980.00
09/01/2023	DELL MARKETING L.P.	\$11806.55
09/01/2023	DEMCO	\$180.43
09/01/2023	DOW JONES & COMPANY	\$1800.00
09/01/2023	ELM USA, INC.	\$378.49
09/01/2023	ERNEST M. WHITEMAN I	\$150.00
09/01/2023	EUGENE FLYNN	\$240.00
09/01/2023	F.E.MORAN, INC. FIRE	\$640.00
09/01/2023	GAMBINO LANDSCAPING	\$115.00
09/01/2023	HR SOURCE	\$12440.00
09/01/2023	IMAGE SYSTEMS & BUSI	\$11424.53
09/01/2023	IMPERIAL SURVEILLANC	\$2553.33
09/01/2023	INGRAM	\$225.82
09/01/2023	ITHAKA	\$1492.00
09/01/2023	KANOPY, INC.	\$583.00
09/01/2023	KAWAMOTO INC	\$250.00
09/01/2023	LIGHTING SUPPLY	\$70.38
09/01/2023	MICHELLE M. NICHOLS	\$185.00
09/01/2023	MIDWEST TAPE	\$5385.56
09/01/2023	PLAYAWAY PRODUCTS LL	\$728.63
09/01/2023	PRODUCT LLC	\$5000.00
09/01/2023	SIMON UNIFORM	\$129.95
09/01/2023	SMC CONSTRUCTION SER	\$496.21
09/01/2023	SOUND INCORPORATED	\$795.50
09/01/2023	SUPERIOR INDUSTRIAL	\$250.30
09/01/2023	THE KOREA DAILY	\$300.00
09/01/2023	THOMSON REUTERS - WE	\$1588.11
09/01/2023	TODAY'S BUSINESS SOL	\$265.92
09/01/2023	W. W. GRAINGER, INC.	\$304.37
09/01/2023	WAREHOUSE DIRECT	\$662.33
09/01/2023	JOHNSON CONTROLS	\$285.00
09/06/2023	AT&T ACH	\$97.08
09/07/2023	AT&T ACH-Bank Draft	\$724.28
09/08/2023	AMERICAN LANDSCAPING	\$608.00
09/08/2023	BAKER & TAYLOR, INC.	\$6067.66
09/08/2023	BANNERVILLE USA	\$225.00
09/08/2023	COMPLETE TEMPERATURE	\$3331.50
09/08/2023	CRIMSON MULTIMEDIA D	\$115.47
09/08/2023	IMAGE SYSTEMS & BUSI	\$6213.21
09/08/2023	INGRAM	\$468.72
09/08/2023	INTERIOR TROPICAL GA	\$120.00
09/08/2023	LIBRARY IDEAS, LLC	\$839.46
09/08/2023	MATTHEW BENDER & CO	\$243.10
09/08/2023	MIDWEST TAPE	\$191.95
09/08/2023	MURPHY SECURITY SOLU	\$4895.00
09/08/2023	NELLY MANCILLA	\$120.00
09/08/2023	NPN360	\$11914.28

09/08/2023	OPES, INC.	\$679.56
09/08/2023	OVERDRIVE, INC.	\$7830.19
09/08/2023	SIDECAR PUBLICATIONS	\$348.00
09/08/2023	VETERANS INFORMATION	\$130.00
09/08/2023	WAREHOUSE DIRECT	\$262.67
09/12/2023	REPUBLIC SERVICES #5	\$303.49
09/12/2023	SHELL OIL COMPANY	\$47.59
09/13/2023	CHASE BANK	\$17435.57
09/15/2023	Payroll 2023-0915	\$144813.91
09/15/2023	Payroll 2023-0915	\$54476.74
09/15/2023	AMERICAN NATIONAL SK	\$869.00
09/15/2023	AT&T	\$2705.84
09/15/2023	BAKER & TAYLOR, INC.	\$7037.62
09/15/2023	EBSCO INFORMATION SE	\$6197.00
09/15/2023	ILLINOIS HEARTLAND L	\$4853.68
09/15/2023	INFO USA MARKETING	\$7500.00
09/15/2023	INGRAM	\$146.03
09/15/2023	JOURNAL AND TOPICS	\$400.00
09/15/2023	MIDWEST TAPE	\$127.97
09/15/2023	OVERDRIVE, INC.	\$8367.48
09/15/2023	PROSPECT HIGH SCHOOL	\$315.00
09/15/2023	SUPERIOR INDUSTRIAL	\$263.00
09/15/2023	TRU GREEN-CHEM LAWN	\$90.48
09/15/2023	ULINE	\$213.75
09/15/2023	VARIETY VENDORS	\$159.00
09/15/2023	W. W. GRAINGER, INC.	\$398.04
09/15/2023	WAREHOUSE DIRECT	\$545.70
09/15/2023	MARSHA DIAMOND	\$651.18
09/18/2023	STAPLES BUSINESS ADV	\$173.58
09/18/2023	STAPLES BUSINESS ADV	\$110.56
09/18/2023	STAPLES BUSINESS ADV	\$94.70
09/18/2023	STAPLES BUSINESS ADV	\$44.29
09/18/2023	STAPLES BUSINESS ADV	\$84.40
09/20/2023	COMCAST BUSINESS	\$189.90
09/22/2023	ACCURATE EMPLOYMENT	\$142.04
09/22/2023	AMAZON	\$6969.76
09/22/2023	BAKER & TAYLOR, INC.	\$5197.90
09/22/2023	BOKEUM MOON	\$500.00
09/22/2023	CHILDREN'S PLUS INC.	\$91.55
09/22/2023	CRYSTAL MAINTENANCE	\$2980.00
09/22/2023	INGRAM	\$196.89
09/22/2023	KANOPY, INC.	\$725.00
09/22/2023	LIGHTING SUPPLY	\$42.23
09/22/2023	MENARDS	\$46.74
09/22/2023	MERISTEM ADVISORS, L	\$1815.91
09/22/2023	MIDWEST TAPE	\$5302.60
09/22/2023	OVERDRIVE, INC.	\$1051.07
09/22/2023	ROSA M ZILINSKAS	\$200.00
09/22/2023	SUPERIOR INDUSTRIAL	\$314.35
09/22/2023	TECHNOLOGY MANAGEMEN	\$1229.60
09/22/2023	THOMSON REUTERS - WE	\$1588.11
09/22/2023	TIERRA COLOMBIANA IN	\$700.00
09/22/2023	TRANE U.S. INC.	\$1123.75
09/22/2023	TUMBLEWEED PRESS INC	\$639.20
09/22/2023	VARIETY VENDORS	\$78.00
09/22/2023	WAREHOUSE DIRECT	\$618.60
09/26/2023	VERIZON WIRELESS	\$404.12
09/29/2023	Payroll 2023-0929	\$155132.96
09/29/2023	Payroll 2023-0929	\$58980.64
09/29/2023	BAKER & TAYLOR, INC.	\$6317.54
09/29/2023	CINTAS #22	\$145.75

09/29/2023	DEBRA DUDEK	\$125.00
09/29/2023	DEMCO	\$917.59
09/29/2023	INGRAM	\$382.24
09/29/2023	LIBRARY IDEAS, LLC	\$450.07
09/29/2023	MIDWEST TAPE	\$249.94
09/29/2023	OVERDRIVE, INC.	\$2231.04
09/29/2023	PLAYAWAY PRODUCTS LL	\$1975.33
09/29/2023	SCHOLASTIC LIBRARY P	\$72.80
09/29/2023	TRANE U.S. INC.	\$12926.00
09/29/2023	WAREHOUSE DIRECT	\$424.06
09/30/2023	FRIENDS OF THE MPPL	\$151.75
09/01/2023	VEXELS.COM	\$29.00
09/01/2023	JEWEL OSCO	\$13.99
09/01/2023	AMAZON	\$16.95
09/01/2023	CHICAGO TRIBUNE	\$324.00
09/03/2023	KD MARKET	\$18.90
09/03/2023	ORIENTAL TRADING	\$53.97
09/03/2023	WALMART	\$38.72
09/03/2023	AMAZON	\$28.88
09/03/2023	AMAZON	\$37.50
09/03/2023	AMAZON	\$67.48
09/03/2023	NETFLIX	\$19.99
09/03/2023	AMAZON	\$8.99
09/03/2023	AMAZON	\$8.99
09/03/2023	AMAZON	\$8.99
09/03/2023	NETFLIX	\$19.99
09/04/2023	AMAZON	\$8.99
09/04/2023	DISNEY	\$14.99
09/04/2023	DISNEY	\$14.99
09/04/2023	NETFLIX	\$19.99
09/04/2023	AMAZON	\$8.99
09/04/2023	DISNEY	\$14.99
09/04/2023	DISNEY	\$14.99
09/04/2023	NETFLIX	\$19.99
09/04/2023	WALMART	\$20.88
09/04/2023	AMAZON	\$8.99
09/04/2023	DISNEY	\$14.99
09/04/2023	DISNEY	\$14.99
09/04/2023	DISNEY	\$14.99
09/04/2023	AMAZON	\$8.99
09/04/2023	DISNEY	\$14.99
09/04/2023	DISNEY	\$14.99
09/04/2023	DISNEY	\$14.99
09/04/2023	NETFLIX	\$19.99
09/05/2023	MICROSOFT	\$6.60
09/05/2023	AMAZON	\$133.50
09/05/2023	DAILY HERALD	\$34.60
09/05/2023	AMAZON	\$8.99
09/05/2023	AMAZON	\$8.99
09/05/2023	AMAZON	\$179.79
09/05/2023	AMAZON	\$43.16
09/05/2023	AMAZON	\$8.99
09/06/2023	BUTTON SHY GAMES	\$17.00
09/06/2023	AMAZON	\$26.21
09/06/2023	AMAZON	\$95.07
09/06/2023	WALMART	\$35.96
09/06/2023	DISNEY	\$14.99
09/07/2023	YOTO USA	\$566.29
09/07/2023	BARRONS	\$29.99
09/07/2023	UPRINTING	\$348.82
09/07/2023	NETFLIX	\$19.99
09/07/2023	OFFICE DEPOT	\$20.00

09/07/2023	NETFLIX	\$19.99
09/07/2023	NETFLIX	\$19.99
09/07/2023	MICHAELS	\$4.39
09/08/2023	FLY FISHERMAN	\$26.95
09/10/2023	CHAMBER CO OP INC	\$15.00
09/11/2023	DELICIOUS BRAINS INC	\$249.00
09/11/2023	HOME LIFE, INC	\$17.95
09/11/2023	AMAZON	\$34.98
09/12/2023	GODADDY.COM, LLC	\$449.99
09/12/2023	DISNEY	\$7.44
09/12/2023	DISNEY	\$7.44
09/12/2023	DISNEY	\$7.44
09/12/2023	DISNEY	\$7.44
09/12/2023	DISNEY	\$7.44
09/12/2023	PUBLISH PRESS	\$83.85
09/12/2023	DISNEY	\$7.44
09/12/2023	DISNEY	\$8.13
09/12/2023	DISNEY	\$7.44
09/12/2023	ILLINOIS LIBRARY ASS	\$335.00
09/12/2023	4-IMPRINT	\$296.71
09/12/2023	YOTO USA	\$164.82
09/13/2023	AMAZON	\$102.96
09/13/2023	USPS	\$16.36
09/13/2023	USPS	\$7.48
09/13/2023	NETFLIX	\$19.99
09/13/2023	NETFLIX	\$19.99
09/13/2023	MICROSOFT	\$145.20
09/13/2023	MARIANO'S	\$14.49
09/13/2023	NETFLIX	\$19.99
09/13/2023	DISNEY	\$7.10
09/13/2023	THE GREAT COURSES	\$236.27
09/14/2023	USPS	\$10.03
09/14/2023	S&S Worldwide	\$302.43
09/14/2023	AMAZON	\$50.49
09/14/2023	AMAZON	\$22.95
09/14/2023	OFFICE DEPOT	\$33.99
09/14/2023	DISNEY	\$19.99
09/14/2023	MICHAELS	\$19.99
09/14/2023	AMAZON	\$155.88
09/15/2023	AMAZON	\$75.45
09/15/2023	ADULT READING ROUND	\$15.00
09/15/2023	FIVE BELOW	\$33.50
09/15/2023	BONAFIDEMASKS.COM	\$159.37
09/17/2023	OFFICE DEPOT	\$10.69
09/17/2023	USPS	\$7.15
09/17/2023	STAMPXPRESS	\$52.73
09/18/2023	PREZI	\$36.00
09/18/2023	AMAZON	\$81.29
09/18/2023	AMAZON	\$156.97
09/19/2023	DOLLAR TREE	\$3.75
09/19/2023	AMERICAN LIBRARY ASS	\$123.00
09/19/2023	AMERICAN LIBRARY ASS	\$247.00
09/20/2023	AMAZON	\$36.48
09/21/2023	AQUENT LLC	\$380.00
09/21/2023	AMERICAN LIBRARY ASS	\$79.00
09/21/2023	USPS	\$17.20
09/21/2023	THE BEAR FACTORY LLC	\$144.15
09/21/2023	AURORA TRAINING ADVA	\$219.00
09/22/2023	UNCLE GOOSE	\$468.32
09/22/2023	AMAZON	\$124.39

09/22/2023	UPRINTING	\$163.79
09/22/2023	AMAZON	\$16.84
09/22/2023	FUTUREMAKERS	\$534.29
09/22/2023	WALMART	\$70.89
09/24/2023	AMAZON	\$30.86
09/24/2023	AMAZON	\$25.19
09/24/2023	AMAZON	\$8.99
09/24/2023	PADLET SOFTWARE	\$24.00
09/24/2023	AMAZON	\$44.80
09/24/2023	SPOTIFY	\$16.99
09/24/2023	PIONEER WOMAN MAGAZI	\$24.00
09/25/2023	AMAZON	\$26.98
09/25/2023	WALL STREET JOURNAL	\$59.99
09/25/2023	AMAZON	\$103.89
09/26/2023	GODADDY.COM, LLC	\$899.98
09/26/2023	AMAZON	\$19.66
09/26/2023	GODADDY.COM, LLC	\$46.34
09/27/2023	AMAZON	\$11.94
09/27/2023	USPS	\$503.90
09/27/2023	GOTPRINT.COM	\$102.61
09/27/2023	AMAZON	\$16.65
09/28/2023	Honey Biscuit	\$142.05
09/28/2023	POLISH BOOKSTORE	\$554.50
09/28/2023	USPS	\$7.54
09/29/2023	ZOHO Corporation	\$250.00
09/29/2023	USPS	\$4.09
09/29/2023	MISS LIZ'S BARTENDIN	\$200.00
09/29/2023	ONLINE LABELS, INC	\$94.13
09/29/2023	AMAZON	\$103.57
09/29/2023	PLAYAWAY PRODUCTS LL	\$458.94
		<hr/>
		\$ 671,392.09
		<hr/>

New Policy to be Added to Section G (Benefit Time)

Illinois Paid Leave for All Workers Act

- A. **Purpose.** To provide paid leave to employees not eligible for paid leave under the library's other vacation, personal time, or sick leave policies. This policy is provided pursuant to Illinois' Paid Leave for All Workers Act (820 ILCS 192).
- B. **Scope.** This policy applies to all part-time employees that work average weekly schedules under 20 hours per week (i.e., "General Part-Time" and/or "Temporary/Substitute" status).
- C. **Policy.** All eligible employees will earn one (1) hour of paid leave for every forty (40) hours worked with a rolling 12-month maximum benefit of 40 hours of paid leave.
- D. **Procedures.** These guidelines will be followed when administering paid leave for General Part-Time and/or Temporary/Substitute employees:
 - a. **Accrual Period**
 - i. As of their most recent hire date or January 1, 2024 (whichever is later) employees start accruing one (1) hour of paid leave benefit for every forty (40) hours worked.
 - b. **Notice of Leave**
 - i. If the use of paid leave is foreseeable, the employee must give their supervisor at least seven (7) days' notice of the planned leave in accordance with the library's established procedure for requesting time off. Failure to provide such notice may result in a delay or denial of paid leave.
 - ii. Where the need for leave is not foreseeable, the employee is expected to notify their supervisor as soon as practicable and, absent of unusual circumstances, in accordance with the library's established procedures for requesting time off or leave.
 - c. **Use of Paid Leave**
 - i. Paid leave must be used in increments of two (2) or more hours.
 - ii. Employees may use their paid leave for any reason and are not required to provide any documentation or certification supporting the use of the paid leave.
 - d. **Maximum Benefit**
 - i. The paid leave benefit will accrue to a maximum balance equal to forty (40) hours. At any time when the maximum benefit balance is reached, no further paid leave benefit will be earned until the accrual balance falls below 40 hours.
 - e. **Payment of Leave**
 - i. Paid leave will be paid at the employee's pay rate at the time the leave is taken. Paid leave is not included in overtime calculations.
 - ii. Employees will not be paid any accrued and unused paid leave upon termination of employment.

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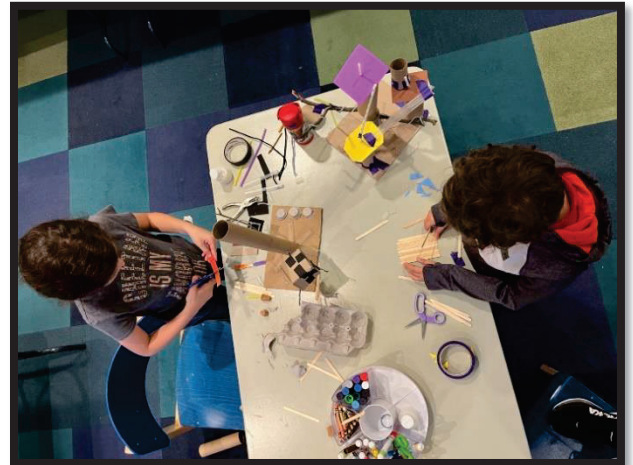
September 2023

Youth Services

- 1) September marked our last summer reading activity, awarding the school with the highest percentage of their student population enrolled in the program. Lions Park achieved that goal, and we celebrated with a freeze pop party. We served 484 students and were featured in the paper. Children were super excited and even sang "Pop See Ko" from Koo Koo Kanga Roo to celebrate the achievement!
- 2) In September, we started our new storytime rotation and launched some new grade school focused programs, like "Animal Investigators" and "Nature Detectives." Based on interactions at the desk, staff heard feedback from patrons who were happy with the drop-in storytime options at the end of the week and noticed increased traffic on the floor during grade school programs. We had a total of 785 people for September storytimes, with 190 children attending grade school specific programming.
- 3) In September, we launched our first e-newsletter geared toward parents, advertising the different programs and resources we offer. We had a 60% open rate, and the most popular items were the posts on the Library of Things Junior and the STEM blog.



PICTURED: Lions Park Elementary School Second Graders pose with Mount Prospect Public Library staff during a celebration of the school's highest enrollment achievement in the library's summer reading program.

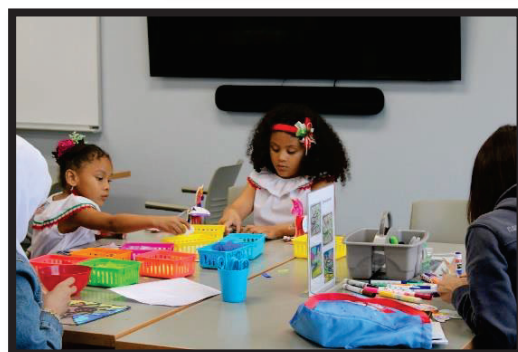


South Branch & Community Engagement

- 1) We had a table at the Mount Prospect Fire Department's Open House, an annual event that showcases the Village's fire and rescue services. Our table featured an emergency services themed display of materials from our collection as well as giveaways and library promotional materials. We interacted with over 300 people at this busy event.

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- 2) We celebrated Hispanic Heritage Month with a craft day “Manualidades de la herencia hispana.” There were three crafts to create: a llama, alebrijes (Mexican folk-art animals), and a stained-glass project.
- 3) Our teen volunteers created marigold flowers that will be used to decorate the South Branch space for Day of the Dead next month. This monthly program is mutually beneficial for teens looking to fulfill service hour requirements and for the library and community partners needing assistance with projects.
- 4) We assisted a visually impaired Spanish speaking patron who wanted access to audiobooks from her phone. As this patron did not have an email, we set up a Gmail account, and then helped her load and register with Libby and Hoopla for audiobooks, and with Mango so she could start learning English.



Research

- 1) We presented a two-part series entitled “Genealogy 101.” The first program focused on genealogy basics and the second focused on searching online. 14 people attended the first session and 19 people attended the second session.
- 2) One of the highest attended programs was “Don’t Pay the College Sticker Price” (38 attendees). Joe Orsolini has presented this program many times and attendees clearly appreciated his ability to inject some clarity into the college planning process. This is less of a nuts and bolts “how to fill out the FAFSA” program and more of a strategic way of thinking about the college planning process from a financial planning perspective.
- 3) “The Great North American Eclipse” hybrid program had 38 attendees, 29 virtual, and 9 in-person. The presenter discussed the eclipses that will occur on October 14, 2023, and April 8, 2024. We are having her back again in February in anticipation of the April total eclipse for some of North America. We handed out solar eclipse glasses to all who attended in-person and virtually.



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Fiction/AV/Teen

- 1) This year's Tiny Art Show used a collage format, with results such as an assortment of keys, a dreaming unicorn, colorful aluminum can tabs, 3-D collage work of a crested gecko, a vision of a Ukraine landscape within a sunflower, and more. 163 kits were given out to adult and teen patrons in August, with 87 going into the two large displays throughout September. Patrons were again highly enthusiastic:

- a. "As a Mount Prospect resident, thanks for doing stuff like this for the community! It was so fun!"
- b. A big fan of Tiny Art just picked up her submission (plus two for her family members). She LOVES that we do this and said, "this is such a wonderful program!" She participated last year too and was thrilled that we did it again. She walked away still raving about it, saying "it's so great!"
- c. "It's wonderful that you're doing tiny art for community building. It's such a beautiful thing!"
- d. A patron commented on how much they enjoyed seeing all the different art because each was always so unique.

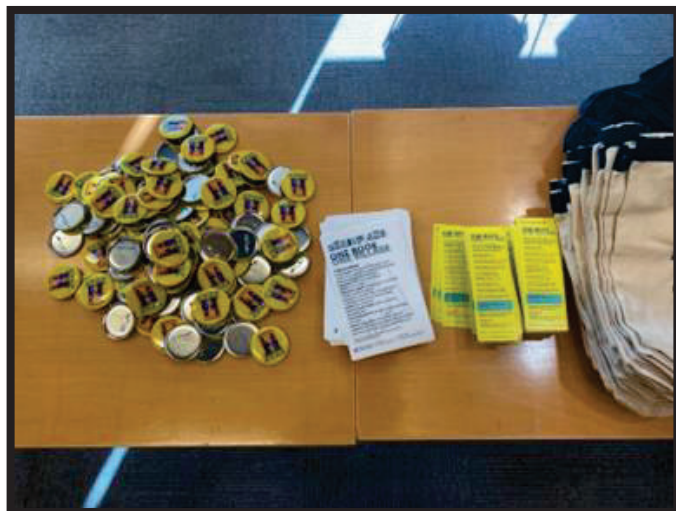
- 2) This year's One Book, One Village kicked off with a successful giveaway event for copies of Fredrik Backman's *Anxious People*. There was a large line before the 10 a.m. opening.

- a. We gave away 325 copies of the book along with tote bags, bookmarks, character sheets, and pins.
- b. All 50 large type copies were claimed within the first hour and a half of the giveaway, meeting our goal of offering more equitable giveaway options this year.



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- c. Six different patrons said they would be using this book for their private book discussions during the month of October.
- d. To maximize patron access, we ordered additional copies to keep us supplied throughout September. Between regular, large type, and Spanish-language editions, 780 copies were given away.
- e. Additional regular, large type, e-book and e-audio copies were all added to the circulating collection to ensure that the community would have ample opportunities to read the book in time for the October programs.



Registration

- 1) Registration held three department orientations for staff in September. Many of our newer staff attended the sessions, and it was a good way to introduce them to the duties of our department.
- 2) We issued 44 Museum Adventure passes in September. Having extra passes for the museums and locations continues to be a huge hit with our patrons and community.
- 3) We had 18 public meeting room rentals in September. This continues our track towards the highest number of public rentals ever.

Circulation

- 1) We issued about 700 library cards to teachers in the Mount Prospect community this month, working closely with Youth Services on a new pilot program that allows individual teachers to request and receive the materials and resources they need for their classrooms more easily.
- 2) Preliminary work for the youth paperback reclassification project began in earnest this month. Circulation staff pulled many books for both weeding and reclassification and have had to re-shift material in the J Fiction section more than once as the paperbacks have started to get reclassified with their new call numbers.
- 3) New craft items were added to the Library of Things in September in preparation for the holidays. New items include a variety of punch boards, stencils, a paper crimper, a button press, and a quilling kit.

Technical Services

- 1) As of the end of September 2023, the department responsible for collection development, acquisitions, cataloging and processing has been renamed from "Collection & Bibliographic Services" to "Technical Services."

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Monthly Library Report for Board of Trustees

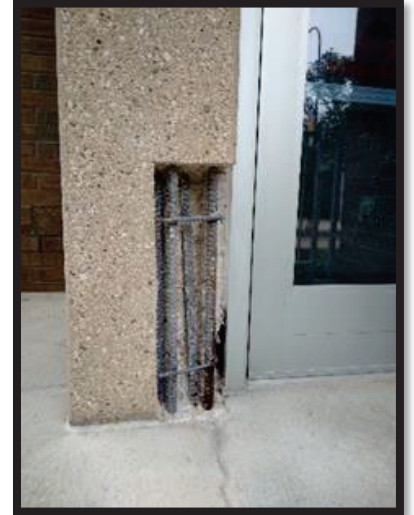
- 2) In collaboration with Youth, catalogers have reclassified over 4,000 youth paperbacks from the J PBK collection to the JF collection. This brings together all the authors and titles that had been separated due to the kind of covering on the books.

Building & Security

- 1) We started the concrete and sealant replacement project to repair parts of the original 1976 building. This includes cutting out the damaged concrete and replacing it with large filler sections. We are also repairing the caulking and sealant around the windows and various joints on the building.

Marketing

- 1) The general interest email newsletter for September 15 had an all-time high open rate of 50%. The subject line included the new "Career Coaching Appointment" sessions, which also received the highest click-through rate (26%) of all the links in that email. Most registrants indicated that they found out about the program through an email from the library, further supporting the effectiveness of email as a direct marketing tool.
- 2) The first Parent-Caregiver e-newsletter was sent on September 19. The email had a very impressive open rate of 60%, and the top click-through segments were Library of Things Junior (31%) and the STEM Blog (19%). Most notably there were 0 unsubscribes and 0 spam reports which indicates a very receptive audience.
- 3) The One Book, One Village book giveaway was a big hit on Facebook. Instagram followers were excited about the Tiny Art Show wrap up post. We had double the post reach and triple the post engagement.



Top-performing organic posts

Here are posts that have performed well over the last 90 days. Understanding what's working can help you decide what to create and share next, so you can keep up the great work.

Highest reach on a post ⓘ



Facebook post
It's not too late! Drop by the library before 3 p.m. today, Saturday, September 9, to grab your free copy of our Q...

Sep 9, 2023, 10:20 AM

Highest reactions on a post ⓘ



Facebook post
It's not too late! Drop by the library before 3 p.m. today, Saturday, September 9, to grab your free copy of our Q...

Sep 9, 2023, 10:20 AM

Highest comments on a post ⓘ



Facebook post
It's not too late! Drop by the library before 3 p.m. today, Saturday, September 9, to grab your free copy of our Q...

Sep 9, 2023, 10:20 AM

Top-performing organic posts

Here are posts that have performed well over the last 90 days. Understanding what's working can help you decide what to create and share next, so you can keep up the great work.

Highest reach on a post ⓘ



Instagram post
Already missing our Summer Reading Program? Join our 2023 Reading Challenge and play book bingo! Discover...

Aug 15, 2023, 5:00 PM

This post's reach (546) is 102% higher than your median post reach (270) on Instagram.

Highest likes on a post ⓘ



Instagram post
We're in the final days of our Tiny Art Show! Library patrons and staff have enjoyed viewing the incredible...

Sep 28, 2023, 11:11 AM

This post received 52 likes.

Highest comments on a post ⓘ



Instagram post
We're in the final days of our Tiny Art Show! Library patrons and staff have enjoyed viewing the incredible...

Sep 28, 2023, 11:11 AM

This post received 2 comments compared to your median post (0 comments) on Instagram.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Information Technology

- 1) Planning was done for the data migration from Signups/Spaces to the Communico Attend/Reserve system – we also configured and tested the single-sign-on feature to improve login speed and security.
- 2) We officially placed the order for the new 13 bin sorter from Bibliotheca and had a kick-off call to plan the installation timeline.

Human Resources & Learning

- 1) Number of open positions: 1. Youth Program and Outreach Associate (PT)
- 2) Number of vacant positions filled: 2. Circulation Workroom Assistant (PT); Circulation Desk Assistant (PT)
- 3) Number of separations: 2
- 4) Staff anniversaries:
 - a. Abby Weaver, Teen Services Librarian, 5 years
 - b. John Lykowski, Security Officer, 15 years
 - c. John McInnes, Fiction/AV/Teen Department Head, 25 years
 - d. Anne Shaughnessy, Reference Librarian, 25 years
- 5) After analysis we decided to switch providers for our dental and voluntary term life insurance benefits. Previously we had a separate provider and now we have consolidated everything with the IPBC umbrella, which increases efficiency in administration. More importantly, premiums are significantly lower for these 100% employee-paid benefit options.
- 6) We drafted a policy for the Board to review regarding the Illinois Paid Leave for All Workers Act that goes into effect in January 2024.

Friends of the Mount Prospect Public Library

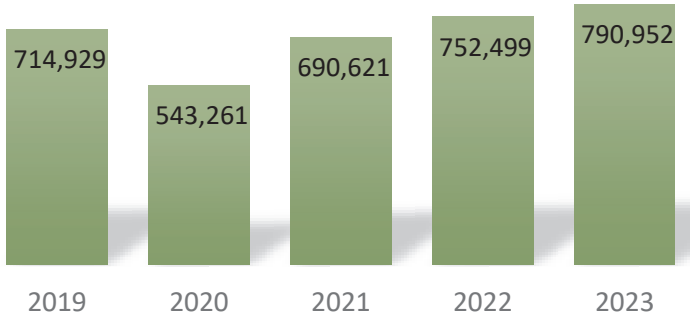
- 1) The Friends are thrilled to have found a volunteer to coordinate all book sale volunteers, which had previously been done by Board members.
- 2) The new World Language Book Cart, found on the second floor, performed very well in the first month, selling items that had not sold at book sales.
- 3) The Board is reviewing the 2024 funding proposal from the library and plans to vote at the October Board meeting.

Mount Prospect Public Library Foundation

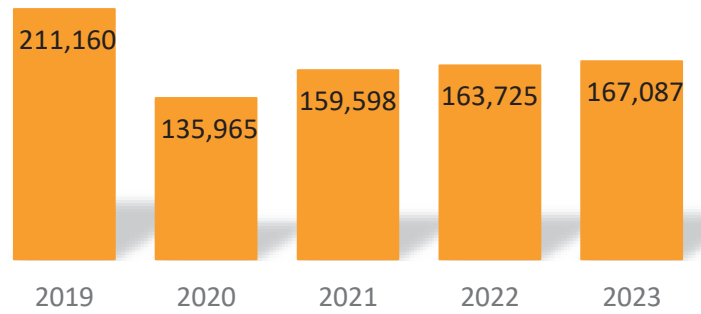
- 1) A Foundation volunteer flyer was posted on several Facebook groups by Board members.
- 2) The Board voted to appoint a new member, Alexandra Villadonga, who responded to the volunteer flyer.
- 3) The Fundraising Committee solicited donations for the fall raffle and are evaluating a new fundraising Trivia Night event for 2024.
- 4) The Board is reviewing the 2024 funding proposal from the library and plans to vote at the October Board meeting.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

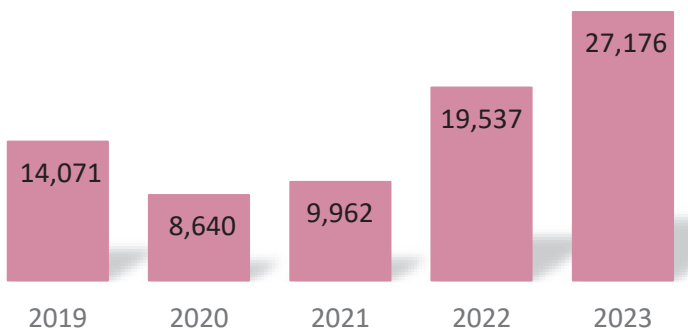
Overall Circulation YTD



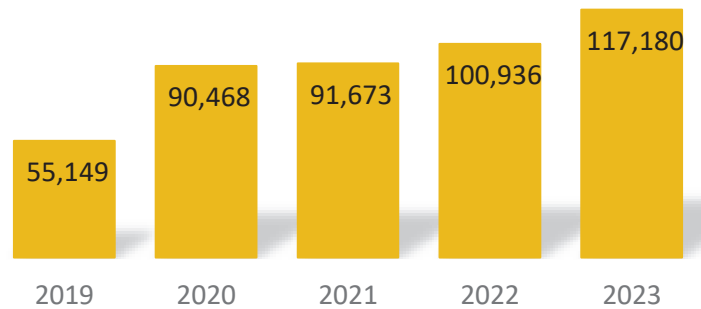
AV Circulation YTD



Other Circulation YTD

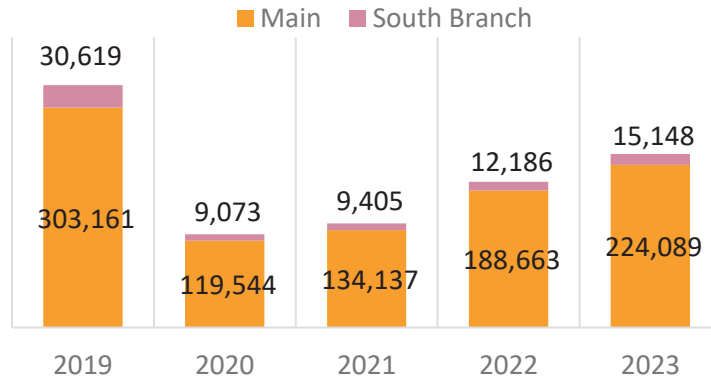


eMedia Circulation YTD

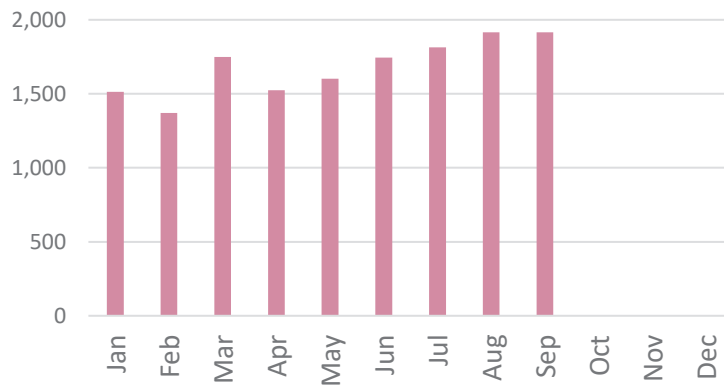


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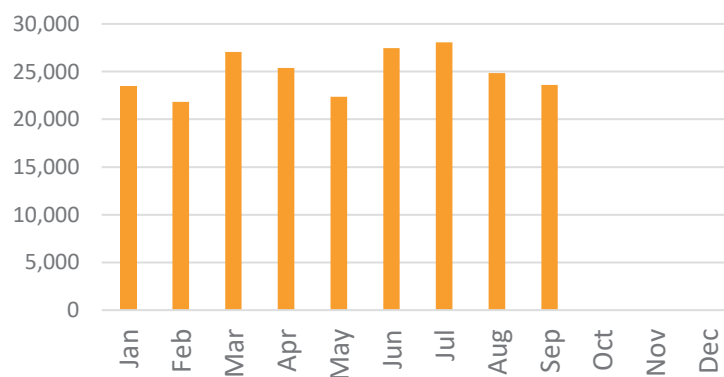
2023 Door Count - YTD



2023 Door Count Monthly - South Branch

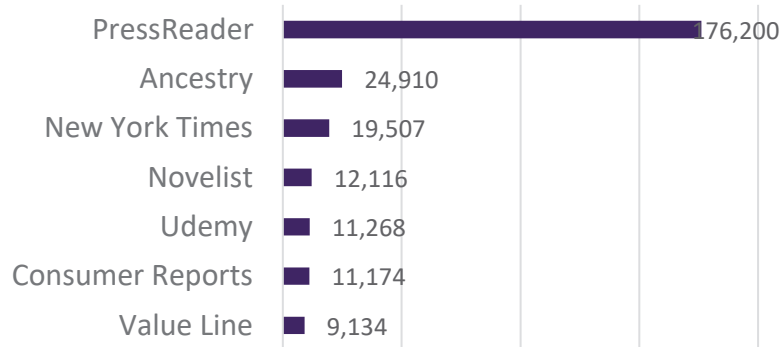


2023 Door Count Monthly - Main



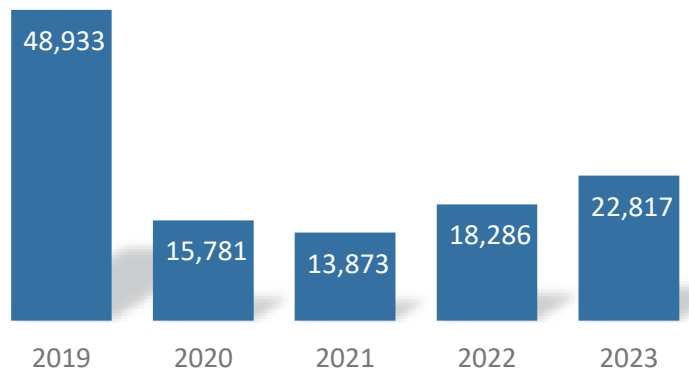
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

2023 YTD Top Databases

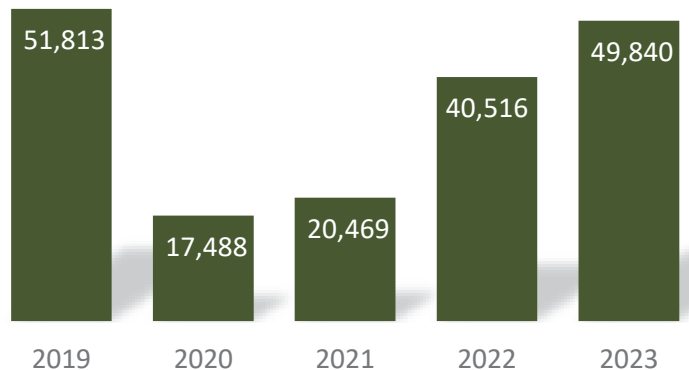


PressReader is a "Digital newsstand featuring 7000+ of the world's most popular newspapers & magazines."

Public Computer Hours Usage YTD

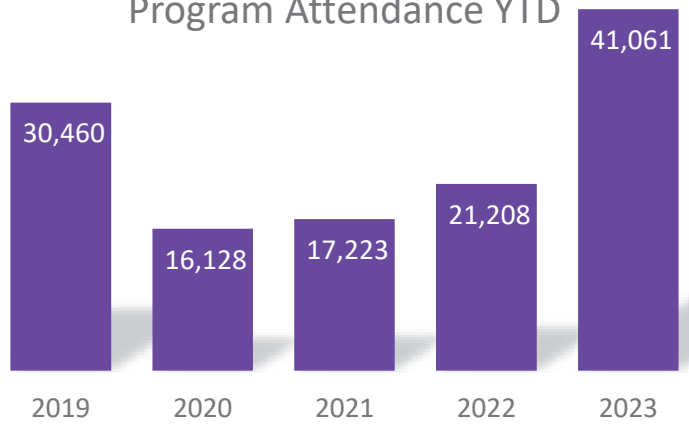


Wireless Unique Users YTD

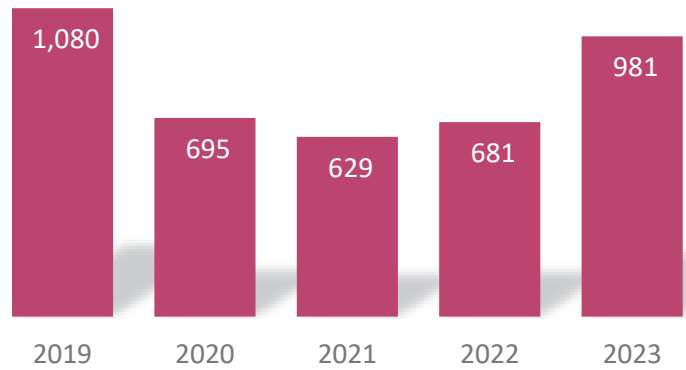


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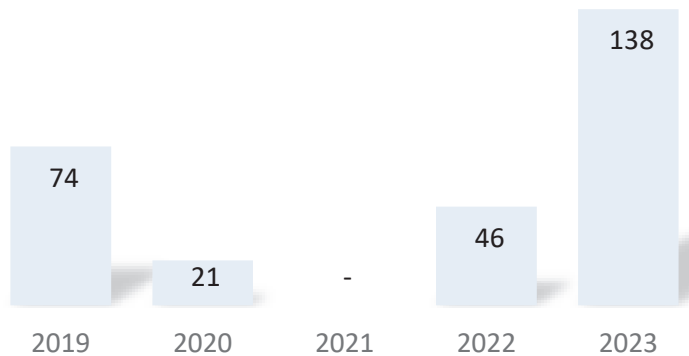
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD



September 2023 Strategic Plan Progress Report

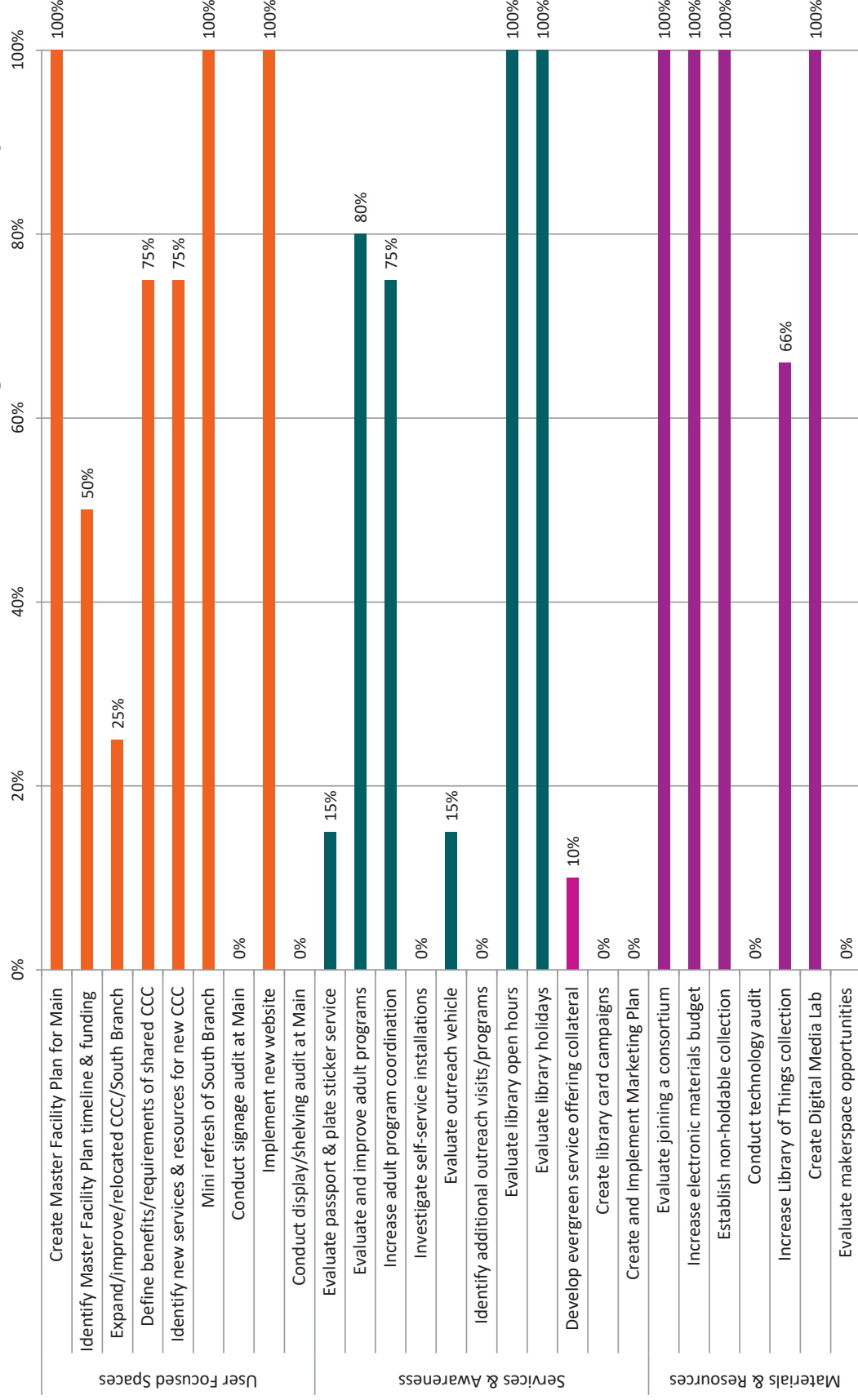
Items Completed in September 2023

1. No new items were completed in September 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 September we held the official kick off meeting for Project A, which included key staff, our architects (Product Architecture + Design), and our Construction Manager (Shales McNutt Construction).
 - b. We narrowed down the anticipated timeline, which is as follows:
 - i. October 2023 – Complete design phase
 - ii. November 2023 – Library review/approve budget
 - iii. December 2023 – Prepare bid documents
 - iv. January 2024 – Go out to bid
 - v. February 2024 – Approve bids
 - vi. March/April 2024 – Planning, procurement, and preparation
 - vii. May 2024 – Start construction
 - viii. July 2024 - Substantial completion
 - ix. August 2024 – Final completion
 - x. September 2024 – Install and configure sorter
 - xi. October 2024 – Go live with CCS

MPPL Strategic Plan Status: September 2023



Serving Our Public 4.0: Standards for Illinois Public Libraries

- No highlight means we meet the standard.
- Yellow highlight means we do not meet the standard.

Chapter 1 - Core Standards

1. The library provides uniformly gracious, friendly, timely, and reliable service to all users.
2. The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
3. The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
4. The library complies with all other state and federal laws that affect library operations. (See Appendix A)
5. The library adopts and adheres to the principles set forth in the American Library Association's (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations.
6. The library adopts and adheres to the *Code of Ethics of the American Library Association*. The library adopts and adheres to the *Public Library Trustee Ethics Statement*, developed by United for Libraries, a division of ALA.
7. The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues.
8. The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (For the purposes of this document, a qualified librarian is a person holding a Master of Library Science (MLS), Master Science in LIS, Master of Library and Information Science (MLIS), or other comparable degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an ALA accredited master's degree.)
9. The board of trustees meets regularly, in accordance with the Illinois Compiled Statutes, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the Open Meetings Act.
10. The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
11. The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
12. The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
13. The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation and regularly updates and maintains them as appropriate.
14. The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
15. The board of trustees annually reviews the performance of the library administrator.
16. The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
17. The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
18. The library utilizes a variety of methods to communicate with its community.

19. The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
20. A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
21. As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
22. The library board and staff promote the collections and services available to its community.
23. At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 - Governance and Administration

1. Library has an elected or appointed board of trustees.
2. Library has a qualified library administrator.
3. Library administrator files an *Illinois Public Library Annual Report* (IPLAR) with the Illinois State Library.
4. Library administrator prepares monthly reports (including statistics) of operations and services for the board's review.
5. Library administrator and/or library board treasurer prepares monthly fiscal reports for the board's review.
6. Library has a mission statement and a long-range/strategic plan.
7. Library maintains an understanding of the community by surveys, hearings, and other means.
8. Library board reviews library policies on a regular basis.
9. Library board members participate in local, state, regional, and national decision making that will benefit libraries.
10. Library develops an orientation program for new board members.
11. Library board members attend local, regional, state, and national conferences pertinent to libraries when fiscally possible.
12. Library keeps adequate records of library operations and follows proper procedures for disposal of records.
13. Library complies and keeps current with appropriate Illinois and federal laws pertaining to public libraries.
14. Library has a board-approved set of written by laws that govern the conduct of the board of trustees and its relationship to the library and staff.
15. Library maintains insurance covering property and liability, including volunteer liability.
16. Library has a written succession plan focused on both internal and external talent development to fill anticipated needs for library leadership and other key personnel. *(Will be brought to the board for approval November 16, 2023.)*

Chapter 3 - Personnel

1. Library has a board-approved personnel policy.
2. Library has staffing levels that are sufficient to carry out the library's mission.
3. Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.
4. Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
5. Library salaries and fringe benefits account for up to 70 percent of total operations budget.
6. Library gives each new employee a thorough orientation.
7. Library evaluates staff annually.
8. Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
9. Library provides staff access to library literature and other professional development materials.

10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
11. The library complies with state and federal laws that affect library operations.

Chapter 4 - Access

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range/strategic plan.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The staff are familiar with the requirements contained in the *Americans with Disabilities Act* (ADA) and work to address deficiencies in order to provide universal access to all patrons.
4. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community.
5. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service.
6. The library has the minimum required number of parking spaces.
7. The library's entrance is easily identified, clearly visible, and well lighted.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate internal signage.
10. The library's lighting levels comply with lighting standards.
11. All signage is in compliance with applicable federal, state, and local regulations.
12. The library building supports the implementation of current and future telecommunications and electronic information technologies.
13. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs.
14. Space is allocated for child and family use with furniture and equipment designed for use by children.
15. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials.
16. Shelving in the areas serving young children is scaled to their needs.

Chapter 5 – Building Infrastructure and Maintenance

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept.
4. The library's operating budget should include funds for all ongoing maintenance costs.
5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.
8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general

any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.

9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Chapter 6 - Safety

1. The library provides a list of emergency call numbers at all staff phones in the library.
2. The library has a floor plan that shows entrances, exits, location of emergency supplies, fire alarms, and fire extinguishers.
3. The library has an emergency manual and disaster plan.
4. The library provides emergency training for staff, including fire and tornado drills, use of fire extinguishers, and location of the first aid kit NARCAN kit, and an automated external defibrillator.
5. The library provides a call list and contact information that is reviewed biannually.
6. Emergency medical supplies are stored in a designated location and are accessible to staff.
7. Emergency equipment such as electric, gas and water switches, fire extinguishers, and fire alarms are noted on a library floor plan and are tested biannually.
8. A prioritization list shows what should be salvaged in order of importance.
9. A building safety checklist includes daily, weekly, quarterly, semi-annual, and annual safety procedures.
10. A procedure exists for letting staff know when it is unsafe to enter the building.
11. The library has a designated tornado shelter.
12. Emergency exits and evacuation routes out of the library and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked.
13. The library provides adequate security for staff, users, and collections.
14. The library has a strong relationship with local police and community safety personnel and communicates with them on a regular basis about safety issues affecting the library.
15. At least two people (one of whom may be a volunteer) shall be on duty during all open hours of operation.
16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. A policy for security camera usage has been adopted and signage is posted.

Chapter 7 - Collection Management

1. The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
2. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. Library budgets should put priority on purchasing materials that best serve their community.
3. The library has a written collection development policy approved by the board.
4. Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
5. Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.

6. The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
7. The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
8. The library publicizes and promotes interlibrary loan to its patrons.
9. Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 – System Member Responsibilities and Resource Sharing

1. Library staff and library board members are aware of the services offered by the regional library systems and the Illinois State Library. The library promotes statewide cooperative services in addition to their own local services.
2. Library resources, information, and expertise are available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and the library participates in system delivery.
3. The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
4. The library administrator, library staff, and library board members actively participate as members of boards, committees, task forces, advisory councils, etc., at various levels, including the regional library system, the Illinois State Library, and the Illinois Library Association, and bring a regional and statewide perspective that envisions all types of libraries, not just their local library and library type issues.
5. The library, in cooperation with regional library systems and the Illinois State Library, promotes statewide tax-supported public library service for every Illinois resident.
6. If a legally established public library currently does not meet the eligibility requirements for Illinois State Library/Illinois Office of the Secretary of State grants, the library should work in cooperation with its regional library system regarding grant eligibility and compliance.

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

Reference Services

1. All basic services are available when the library is open.
2. The library has a reference service policy.
3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.

14. The library has at least one current reference resource for each subject area.
15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library evaluates its reference service on an annual basis.

Reader's Advisory Service

1. All basic services are available when the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library maintains a well-rounded collection of both fiction and nonfiction titles.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
5. The library maintains a basic collection of reader's advisory reference materials.
6. All staff members attend at least one relevant continuing education event each year.
7. Staff members who are responsible for reader's advisory service in their library [*strive to*] join at least one community organization, club, or council.
8. Staff members who are responsible for reader's advisory service in their library attend at least one workshop, reading roundtable, or continuing education event.
9. The library accepts and responds to reader's advisory requests received in person, on the phone, or electronically.

Chapter 10 - Programming

1. Library programs are provided free of charge, or on a cost recovery basis.
2. Library programs are located in a physically accessible location.
3. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
4. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
5. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
6. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
7. The library provides outreach programs to specific populations who cannot visit the library.
8. The library has programming that seeks to serve children and their caregivers.
9. The library has programming that seeks to serve young adults.
10. The library has programming that seeks to serve adults and senior citizens.
11. The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
12. The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services

1. All basic youth services are available when the library is open.
2. The library provides staff trained in serving youth.
3. The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.

4. The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
5. The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
6. The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
7. The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
8. The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
9. The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
10. The library's programming is designed to reflect the needs and interests of youth in the community.
11. Library programs are provided free of charge or on a cost-recovery basis.
12. The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.
13. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
14. The library strives to partner with youth-facing organizations in the community.
15. The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
16. The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
17. Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
18. Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
19. The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
20. The library provides computer access for all youth and provides guidance on digital literacy and technology use to youth.
21. The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
22. The library strives to partner with and support local schools, including private schools and homeschoolers.
23. Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
24. The library provides a space specifically for use by children and families.
25. The shelving used for housing children's materials is appropriately sized to allow for easier access.
26. The library provides early literacy programming, including regular story time, for children and families.
27. The library provides programming which facilitates play and fun for children and families.
28. The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
29. The library provides a summer reading opportunity to encourage reading and learning during the summer.
30. The library provides a welcoming environment for young adults both individually and in groups.
31. The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
32. The library provides materials both physical and digital for young adults that are intended for them.

33. The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 - Technology

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
2. The library has:
 - a. a telephone, with a listing in the phone book;
 - b. a telephone voice mail and/or answering machine;
 - c. a fax and/or scanner;
 - d. a photocopier;
 - e. effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - f. library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - g. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - h. up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - i. up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - j. up-to-date antivirus and Internet security software protection installed on every library computer;
 - k. up-to-date Internet browsers, web applications, and plug-ins;
 - l. a valid email address, accessible via the library's website, for the library administrator; and
 - m. a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
4. The wait time for patron workstations does not exceed 15 to 30 minutes.
5. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
6. The library provides 24/7 remote access to library services and resources through:
 - a. a web-accessible library catalog;
 - b. an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - c. appropriate regional, state, national, and international bibliographic databases;
 - d. other authenticated electronic resources that are available for direct patron use; and
 - e. virtual reference service, and/or text messaging services, and/or a library email account.
7. The library staff must be:
 - a. computer literate;
 - b. trained to use and assist patrons in the use of electronic resources and materials; and
 - c. accessible via email and/or through messaging services.
8. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
9. The library provides web links and access to regional and/or statewide initiatives including:
 - a. regional library system consortial web-based catalogs;
 - b. the CARLI academic library catalog (I-Share)
 - c. Illinois State Library-sponsored databases/e-resources; other electronic collections as available; and
 - d. virtual reference service.
10. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
11. The library has a board-adopted Internet acceptable use policy.
12. The Internet acceptable use policy is reviewed annually.

13. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
14. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
15. The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
16. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - a. wireless access (Wi-Fi);
 - b. Internet connectivity upgrades sufficient for patron and staff use;
 - c. networking (local area vs. wide area);
 - d. library Intranet;
 - e. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - f. patron self-checkout functionality;
 - g. new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - h. current and functional meeting room technology;
 - i. adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - j. ongoing staff continuing education/training related to all aspects of technological services.
17. The library protects the integrity, safety, and security of its technological environment.
18. The library's automated catalog and its components comply with current state, national, and international standards.
19. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Marketing, Promotion, and Collaboration

1. The library has a communications plan that supports the library's long-range/strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations.
3. The library's services and programs are promoted in the community. Check the applicable publicity methods.

<input checked="" type="checkbox"/> flyers	<input checked="" type="checkbox"/> posters	<input checked="" type="checkbox"/> presentations
<input checked="" type="checkbox"/> brochures	<input checked="" type="checkbox"/> banners	<input checked="" type="checkbox"/> speeches
<input checked="" type="checkbox"/> website	<input checked="" type="checkbox"/> displays	<input type="checkbox"/> billboards
<input checked="" type="checkbox"/> newsletter	<input type="checkbox"/> podcasting	<input checked="" type="checkbox"/> other
4. The library maintains at least one social media account.
5. The library invites local, state, and federal officials to visit the library.
6. The library's website is updated at least monthly.
7. The board, administration, and staff conduct an annual library walk-through.
8. The board, administration, and appropriate staff visit other libraries.
9. The budget includes funds for public relations and marketing activities.

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10. The library's promotional methods and services are ADA compliant.
11. A designated staff member coordinates the library's marketing efforts.
12. The library's staff receives customer service and marketing training.
13. The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
14. The library surveys patrons and the community to judge awareness of the library's programs and services.