

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

Regular Board Meeting  
November 16, 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. Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **Recognition of Staff and Volunteers**
  - a. Proclamation – Recognition of significant employee anniversaries **(4)**
  - b. Proclamation – Recognition of library volunteers **(5)**
5. **President’s Report**
6. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of October 19, 2023 **(6-8)**
  - b. October 2023 Bills **(9)** and Financial Reports **(10-23)**
  - c. Acknowledge Per Capita Grant Application **(24-34)**
7. **Structure & Sealants Capital Project Update** – Tom Garvin, Head of Building & Security
8. **Review/Approve Emergency Succession Plan (35-42)**
9. **Executive Director Report (3)**
  - a. Renovation Project A Update **(43-44)**
  - b. October 2023 Library Activity Report **(45-55)**
  - c. Strategic Plan Update **(56)**
10. **Trustee Reports and Comments**
11. **Closed Session (57)**

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

Make any determinations resulting from the closed session.

*\*All topics on the agenda are potential action items*

**13. Upcoming Meetings and Events Calendar**

- a. November 21, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
- b. November 27 – Foundation Board Meeting – Kristine O’Sullivan
- c. November 28 – 6:00 p.m. Joint Boards Dinner social event
- d. December 7 – Committee of the Whole Meeting (recommend cancel)
- e. December 21, 7:00 p.m. – Regular Board Meeting
  - i. Village of Mount Prospect Ground Lease Resolution
- f. No Foundation Board Meeting held in December

**14. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report  
November 16, 2023**

1. **Recognition of Staff and Volunteers.** This is agenda item 4. Each November we take a moment at the board meeting to publicly recognize staff and volunteers for significant anniversaries for the calendar year. We invite all to attend, and everyone receives a signed copy of the Proclamation.
2. **Consent Agenda.** This is agenda item 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.
3. **Structure & Sealants Capital Project Update.** This is agenda item 7. Tom Garvin, Head of Building & Security, will attend the meeting to give an update on the ongoing Structure & Sealants capital project.
4. **Review/Approve Emergency Succession Plan.** This is agenda item 8. As mentioned at the October meeting, one of the Standards for Public Libraries is to have a written succession plan. Included in the packet this month is a draft of a plan that uses a template originally created by a non-profit organization and has been adapted for use by many libraries.

This plan specifically accounts for a short- or long-term planned or unplanned absence of the Executive Director. Approval on this document could happen at the November meeting, but also could be brought back to the December meeting if there are significant changes requested or more time to review is desired.

5. **Renovation Project A Update.** This is agenda item 9. We have reached the first milestone in our renovation project; the design phase is completed, and our construction manager is pricing the plans. At the meeting I will share an update with the board. Included in the packet is a draft communication plan for the public, which will be implemented in conjunction with the CCS migration.
6. **Closed Session to Review Previously Closed Session Minutes and Recordings.** This is agenda item 11. See the memo in the packet for details regarding the review of previously closed minutes and recordings.
7. **Joint Boards Dinner.** Everyone should have received an email invitation to the Joint Boards Dinner planned for Tuesday, November 28, 2023 at 6:00 p.m. Please RSVP to Jo Broszczak at [job@mppl.org](mailto:job@mppl.org).
8. **2024 Shining Stars Gala Advance Notice.** This is advance notice that the 2024 Shining Stars Gala is planned to be held Saturday, February 3, 2024 at Olive Palace Banquets in Mount Prospect. If this is something you are interested in attending, please let us know so that we can determine if we want to reserve a full table, or just purchase individual tickets.

## Proclamation

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

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

**WHEREAS**, as a means to publicly honor and recognize individuals who celebrated significant employment anniversaries during 2023; and

**THEREFORE**, be it now resolved that on the 16th day of November 2023, the Board of Trustees publicly thank the following staff for their hard work and congratulate them on their years of employment with the Mount Prospect Public Library:

<b>Forty Years:</b>	Virginia Schlachter	<b>Five Years:</b>	Maksim Agolli
<b>Thirty-Five Years:</b>	Josephine Broszczak		Michael Barba
<b>Thirty Years:</b>	Julie Collins		Daniel Criscione
<b>Twenty-Five Years:</b>	Mary Danaher		Rory Dennison
	John McInnes		Debbie Fitzgerald
	Anne V. Shaughnessy		Devin Gackle
	Mary E. Siarkiewicz		Julie Jurgens
	Loreen Stone		Carolyn Lau
<b>Twenty Years:</b>	Janet Frye		Rachel Martin
	Carol Helwink		Allison Nettnin
<b>Fifteen Years:</b>	Rebeca Ferreira		Celeste Marie Ryan
	John Lykowski		David Stanich
	Kristen Morandi		Kelly Watson
	Miriam Nakazawa		Abby Weaver
<b>Ten Years:</b>	Coriell DeCapri		
	Joanne Greenwald		
	Jaime Lopez		
	Maria Romero		
	Nancy Vincent		

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Marie Bass, President  
Mount Prospect Public Library  
Board of Trustees

## Proclamation

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

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

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

**THEREFORE**, be it now resolved that on the 16th day of November 2023, the Board of Trustees publicly thank the following volunteers for their diligent work and willingness to give time in their busy lives to the Mount Prospect Public Library:

20 Years

Barbara Sprenger  
Jan Vlcek

10 Years

Nancy Reese

5 Years

Sue Bender

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Marie Bass, President  
Mount Prospect Public Library  
Board of Trustees

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

Regular Board Meeting  
October 19, 2023  
Minutes

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 7:04 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas

Absent: Kristine O'Sullivan

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

Visitors: 1 visitor [arrived at 7:38 p.m.]

3. Public Comment

There was no public comment.

4. President's Report

President Bass reported that the Personnel Committee met on October 5 to discuss the Executive Director's evaluation.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of September 21, 2023
- b. Minutes of Personnel Committee Meeting of October 5, 2023
- c. September 2023 Bills and Financial Reports
- 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

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

6. Third Quarter Financial Review

Finance Manager Malachi Kohlwey reviewed the third quarter of 2023 revenue and expenditures and answered questions. He reported that the second installment Cook County property tax bills are expected to go out by November 1 and payments due by December 1.

7. Approve New "Illinois Paid Leave for All Workers Act" Policy

Executive Director Reynders presented the new Illinois Paid Leave for All Workers Act Policy that mandates paid time off for all employees. She reported that Governor Pritzker signed SB 208 in March 2023 into law which becomes effective beginning January 1, 2024.

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

8. Executive Director Report

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

She reported that we will meet all the standards listed in Serving Our Public 4.0: Standards for Illinois Public Libraries by the end of the year.

9. Trustee Reports and Comments

Sylvia Fulk encouraged the Board to go to the Friends Book Sale being held on October 21-22.

10. Executive Director's Evaluation Follow Up Discussion

Agenda Item 10 was originally listed to go into Closed Session, but after reviewing, the Board decided to not adjourn into Closed Session. The Trustees held a follow-up discussion on the Executive Director's evaluation.

11. Upcoming Meetings and Events Calendar

- a. October 23 – Foundation Board Meeting – Marie Bass
- b. November 2, 7:00 p.m. – Committee of the Whole Meeting (cancelled)
- c. November 3 – Library Closed for Staff In-Service Day
- d. November 7, 7:00 p.m. – Village Final Levy Reading
- 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

Trustee Bass volunteered to attend the October 23 Foundation Board meeting.

12. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:34 p.m. Voice vote carried.

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Sylvia G. Fulk, Secretary



# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of October 31, 2023

Library General Fund	4,726,109.27
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,582,790.74
Debt Service Fund	0.00
Gift Fund	570,464.91

<b>Total All Funds</b>	<b>12,995,411.18</b>
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#### Disbursements October 2023

<b>\$</b>	<b>728,013.36</b>
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#### Financial Summary

##### Fund Balances

Combined Library General & Working Cash Funds	\$	6,842,155.53
Annual Operating Budget 2023	\$	10,143,700.00
Combined Balance - Months in Reserve		8.1
Combined Balance - Percentage in Reserve		67.5%

##### YTD October Spending

- \* We're on target with spending, and our YTD percentage expended is 76.1%
- \* Last year at this time, we had expended 78.1%

##### 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 10/31/2023

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Interest Income	\$24,788.37	\$0.00	\$27,427.79	\$0.00	\$0.00	\$52,216.16
Miscellaneous Fees	\$4,238.09	\$0.00	\$0.00	\$0.00	\$0.00	\$4,238.09
Friends Reimbursement	\$1,160.33	\$0.00	\$0.00	\$0.00	\$0.00	\$1,160.33
Foundation Reimbursement	\$1,210.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,210.00
Miscellaneous Income	\$2.30	\$0.00	\$0.00	\$0.00	\$457.70	\$460.00
Total Revenues	\$31,399.09	\$0.00	\$27,427.79	\$0.00	\$457.70	\$59,284.58
Expenses						
Salaries & Benefits	\$596,705.21	\$0.00	\$0.00	\$0.00	\$0.00	\$596,705.21
Management Expense	\$25,685.54	\$0.00	\$0.00	\$0.00	\$0.00	\$25,685.54
Operating Expense	\$20,141.82	\$0.00	\$0.00	\$0.00	\$0.00	\$20,141.82
Building Expense	\$45,932.62	\$0.00	\$0.00	\$0.00	\$0.00	\$45,932.62
Library Materials	\$81,188.71	\$0.00	\$0.00	\$0.00	\$0.00	\$81,188.71
Reimbursable Expense	\$3,457.22	\$0.00	\$0.00	\$0.00	\$0.00	\$3,457.22
Total Expenses	\$773,111.12	\$0.00	\$0.00	\$0.00	\$0.00	\$773,111.12
BEGINNING FUND BALANCE	\$5,467,821.30	\$2,116,046.26	\$5,555,362.95	\$0.00	\$570,007.21	\$13,709,237.72
NET SURPLUS/(DEFICIT)	(\$741,712.03)	\$0.00	\$27,427.79	\$0.00	\$457.70	(\$713,826.54)
ENDING FUND BALANCE	\$4,726,109.27	\$2,116,046.26	\$5,582,790.74	\$0.00	\$570,464.91	\$12,995,411.18

Mount Prospect Public Library  
Revenue Report

For the Period Ended 10/31/2023

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$0.00	\$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	\$24,788.37	\$298,008.30	\$0.00	(\$298,008.30)	0.00%	0.00%
Fees	\$4,192.59	\$26,602.57	\$12,700.00	(\$13,902.57)	209.47%	(109.47%)
For Sale Items	\$45.50	\$489.05	\$200.00	(\$289.05)	244.53%	(144.53%)
Miscellaneous Income	\$2.30	\$70,006.59	\$0.00	(\$70,006.59)	0.00%	0.00%
Friends Reimbursement	\$1,160.33	\$3,454.56	\$34,200.00	\$30,745.44	10.10%	89.90%
Foundation Reimbursement	\$1,210.00	\$9,911.90	\$9,675.00	(\$236.90)	102.45%	(2.45%)
Village Reimbursement	\$0.00	\$6,289.07	\$1,750.00	(\$4,539.07)	359.38%	(259.38%)
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	\$31,399.09	\$7,120,200.34	\$10,829,621.00	\$3,709,420.66	65.75%	34.25%
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	\$27,427.79	\$227,071.53	\$0.00	(\$227,071.53)	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	\$27,427.79	\$227,071.53	\$600,000.00	\$372,928.47	37.85%	62.15%
Debt Service Fund						

Mount Prospect Public Library

Revenue Report

For the Period Ended 10/31/2023

	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%
<b>Gift Fund</b>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$457.70	\$3,474.64	\$5,000.00	\$1,525.36	69.49%	30.51%
Donations	\$0.00	\$11,978.06	\$0.00	(\$11,978.06)	0.00%	0.00%
Total Gift Fund	\$457.70	\$15,452.70	\$5,000.00	(\$10,452.70)	309.05%	(209.05%)

# Mount Prospect Public Library

## Expense Report

For the Period Ended 10/31/2023

<u>Library Fund</u>	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	\$472,920.84	\$4,578,842.49	\$5,840,000.00	\$1,261,157.51	78.40%	21.60%
IMRF	\$27,766.90	\$261,857.06	\$335,000.00	\$73,142.94	78.17%	21.83%
MC/FICA	\$33,461.65	\$329,634.53	\$447,000.00	\$117,365.47	73.74%	26.26%
Medical Insurance	\$62,399.47	\$619,773.46	\$820,000.00	\$200,226.54	75.58%	24.42%
Life Insurance	\$156.35	\$1,538.99	\$3,000.00	\$1,461.01	51.30%	48.70%
Unemployment Compensation Tax	\$0.00	\$19,207.51	\$23,000.00	\$3,792.49	83.51%	16.49%
Total Salaries & Benefits	\$596,705.21	\$5,810,854.04	\$7,468,000.00	\$1,657,145.96	77.81%	22.19%
Management Expenses						
Audit	\$0.00	\$5,400.00	\$5,400.00	\$0.00	100.00%	0.00%
Legal Fees	\$2,497.50	\$4,747.50	\$5,000.00	\$252.50	94.95%	5.05%
Printing	\$11,717.70	\$70,328.87	\$121,000.00	\$50,671.13	58.12%	41.88%
Marketing	\$381.33	\$35,713.79	\$58,000.00	\$22,286.21	61.58%	38.42%
Professional Dues	\$656.00	\$12,788.99	\$17,500.00	\$4,711.01	73.08%	26.92%
Board Development	\$75.00	\$2,498.00	\$7,500.00	\$5,002.00	33.31%	66.69%
Human Resources	\$8,271.44	\$132,012.08	\$158,400.00	\$26,387.92	83.34%	16.66%
Other Operating	\$2,086.57	\$45,125.24	\$54,900.00	\$9,774.76	82.20%	17.80%
Total Management Expenses	\$25,685.54	\$308,614.47	\$427,700.00	\$119,085.53	72.16%	27.84%
Operating Expenses						
Telecommunications	\$4,617.27	\$30,670.27	\$35,550.00	\$4,879.73	86.27%	13.73%
Insurance	\$0.00	\$91,947.51	\$122,000.00	\$30,052.49	75.37%	24.63%
Office Supplies	\$1,830.74	\$18,039.85	\$27,350.00	\$9,310.15	65.96%	34.04%
Library Supplies	\$3,758.38	\$13,541.43	\$20,800.00	\$7,258.57	65.10%	34.90%
Postage	\$2,406.95	\$16,562.86	\$31,700.00	\$15,137.14	52.25%	47.75%
Contract Services	\$200.00	\$18,803.89	\$49,000.00	\$30,196.11	38.38%	61.62%
Software	\$7,328.48	\$102,332.33	\$174,500.00	\$72,167.67	58.64%	41.36%
Total Operating Expenses	\$20,141.82	\$291,898.14	\$460,900.00	\$169,001.86	63.33%	36.67%
Building Expenses						

# Mount Prospect Public Library

## Expense Report

For the Period Ended 10/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Maintenance	\$9,271.81	\$117,877.01	\$132,200.00	\$14,322.99	89.17%	10.83%
Hardware & System Maintenance	\$6,709.01	\$98,408.58	\$142,700.00	\$44,291.42	68.96%	31.04%
Janitorial	\$5,044.27	\$52,092.23	\$69,900.00	\$17,807.77	74.52%	25.48%
Equipment	\$22,527.52	\$107,026.75	\$177,500.00	\$70,473.25	60.30%	39.70%
Utilities	\$2,380.01	\$32,597.27	\$77,000.00	\$44,402.73	42.33%	57.67%
Total Building Expenses	\$45,932.62	\$408,001.84	\$599,300.00	\$191,298.16	68.08%	31.92%
Services and Resources						
Adult Print	\$21,720.27	\$160,372.07	\$226,900.00	\$66,527.93	70.68%	29.32%
Adult AV	\$5,345.12	\$37,154.63	\$63,500.00	\$26,345.37	58.51%	41.49%
Youth Print	\$16,222.49	\$117,258.86	\$151,400.00	\$34,141.14	77.45%	22.55%
Youth AV	\$3,971.93	\$25,018.43	\$34,300.00	\$9,281.57	72.94%	27.06%
Magazines	\$1,175.77	\$19,006.51	\$19,300.00	\$293.49	98.48%	1.52%
Electronic Resources	\$1,588.11	\$168,674.98	\$181,200.00	\$12,525.02	93.09%	6.91%
Digital Media	\$17,561.06	\$209,995.38	\$303,800.00	\$93,804.62	69.12%	30.88%
E-Learning	\$900.00	\$42,967.93	\$48,000.00	\$5,032.07	89.52%	10.48%
Library of Things	\$900.14	\$44,649.68	\$50,000.00	\$5,350.32	89.30%	10.70%
Microform	\$0.00	\$684.42	\$700.00	\$15.58	97.77%	2.23%
Processing Supplies	\$7,302.96	\$25,608.22	\$26,400.00	\$791.78	97.00%	3.00%
Programs	\$4,500.86	\$49,353.05	\$82,300.00	\$32,946.95	59.97%	40.03%
Total Services and Resources	\$81,188.71	\$900,744.16	\$1,187,800.00	\$287,055.84	75.83%	24.17%
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	\$9,657.90	\$9,675.00	\$17.10	99.82%	0.18%
Friends Expenses	\$2,009.35	\$5,605.96	\$34,200.00	\$28,594.04	16.39%	83.61%
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$1,447.87	\$6,401.44	\$1,750.00	(\$4,651.44)	365.80%	(265.80%)
Total Sponsored Expenses	\$3,457.22	\$21,665.30	\$45,625.00	\$23,959.70	47.49%	52.51%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 10/31/2023

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$773,111.12	\$7,741,777.95	\$10,789,325.00	\$3,047,547.05	71.75%	28.25%
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 10/31/2023

Gift Fund		M.T.D. Expended				Y.T.D. Expended				Annual Budget				Budget Remaining				Percent Expended				Percent Remaining			
300-6840-99	Equipment & Furnishings	\$0.00				\$0.00				\$0.00				\$0.00				0.00%				0.00%			
300-7050-99	Operating Expenses	\$0.00				\$4,335.37				\$50,000.00				\$45,664.63				8.67%				91.33%			
300-7060-99	Circulating Materials	\$0.00				\$4,873.00				\$0.00				(\$4,873.00)				0.00%				0.00%			
300-7070-99	Art	\$0.00				\$9,179.94				\$0.00				(\$9,179.94)				0.00%				0.00%			
300-7300-99	Programs	\$0.00				\$0.00				\$0.00				\$0.00				0.00%				0.00%			
300-7800-99	Transfer to Capital Project Fund	\$0.00				\$0.00				\$0.00				\$0.00				0.00%				0.00%			
300-7820-99	Transfer to Library Fund	\$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 10/31/2023

Date	Source	Amount
10/01/2023	ZOOM	\$180.00
10/01/2023	ADULT READING ROUND	\$100.00
10/01/2023	EXPERT AQUARIUM SERV	\$200.00
10/02/2023	GUARDIAN	\$3697.27
10/02/2023	ICMA RETIREMENT TRUS	\$6974.49
10/02/2023	MICROSOFT	\$66.00
10/02/2023	AMAZON	\$8.99
10/02/2023	AMAZON	\$8.99
10/03/2023	CONSTELLATION NEW EN	\$823.86
10/03/2023	DULCELANDIA CANDY ST	\$80.91
10/03/2023	DAILY HERALD	\$34.60
10/03/2023	AMAZON	\$8.99
10/03/2023	SMARTPRESS.COM	\$1950.07
10/03/2023	META QUEST	\$11.94
10/03/2023	META QUEST	\$23.90
10/03/2023	META QUEST	\$19.91
10/03/2023	TARGET	\$28.66
10/04/2023	OFFICE DEPOT	\$162.10
10/04/2023	AMAZON	\$43.71
10/04/2023	AMAZON	\$8.99
10/04/2023	DISNEY	\$19.99
10/04/2023	DISNEY	\$19.99
10/04/2023	NETFLIX	\$19.99
10/04/2023	AMAZON	\$8.99
10/04/2023	DISNEY	\$19.99
10/04/2023	DISNEY	\$19.99
10/04/2023	NETFLIX	\$19.99
10/04/2023	AMAZON	\$8.99
10/04/2023	DISNEY	\$19.99
10/04/2023	DISNEY	\$19.99
10/04/2023	NETFLIX	\$19.99
10/04/2023	NETFLIX	\$19.99
10/04/2023	DISNEY	\$19.99
10/04/2023	NETFLIX	\$19.99
10/04/2023	DISNEY	\$19.99
10/04/2023	AMAZON	\$8.99
10/04/2023	DISNEY	\$19.99
10/04/2023	FUN EXPRESS	\$439.13
10/04/2023	META QUEST	\$23.90
10/04/2023	META QUEST	\$11.94
10/04/2023	META QUEST	\$19.91
10/04/2023	META QUEST	\$11.94

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 10/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
10/04/2023	META QUEST	\$24.69
10/04/2023	META QUEST	\$19.91
10/04/2023	AMAZON	\$56.93
10/05/2023	VILLAGE OF MOUNT PRO	\$1658.04
10/05/2023	AMAZON	\$23.58
10/05/2023	MI MEXICO	\$21.98
10/05/2023	WALMART	\$19.14
10/05/2023	BARNES & NOBLE	\$81.00
10/05/2023	BARRONS	\$29.99
10/05/2023	AMAZON	\$8.99
10/05/2023	MICROSOFT	\$6.60
10/05/2023	AMAZON	\$8.99
10/05/2023	CHAMBER CO OP INC	\$15.00
10/05/2023	AMAZON	\$8.99
10/06/2023	AMERICAN LANDSCAPING	\$608.00
10/06/2023	BAKER & TAYLOR, INC.	\$6246.48
10/06/2023	BIBLIOTHECA, LLC	\$1819.54
10/06/2023	BUSSE AUTOMOTIVE	\$75.29
10/06/2023	COMPLETE TEMPERATURE	\$395.00
10/06/2023	DEMCO	\$369.43
10/06/2023	ENCYCLOPAEDIA BRITAN	\$2650.00
10/06/2023	HOH WATER TECHNOLOGY	\$2017.51
10/06/2023	HRDIRECT	\$89.99
10/06/2023	INGRAM	\$482.63
10/06/2023	INTERIOR TROPICAL GA	\$120.00
10/06/2023	JOURNAL AND TOPICS	\$220.00
10/06/2023	MIDWEST TAPE	\$184.96
10/06/2023	MORNINGSTAR FUNDINVE	\$855.00
10/06/2023	RISK PROGRAM ADMINIS	\$625.00
10/06/2023	ROTARY CLUB OF RIVER	\$220.00
10/06/2023	TECHNOLOGY MANAGEMEN	\$1229.60
10/06/2023	TeleCurve, LLC	\$625.00
10/06/2023	TRU GREEN-CHEM LAWN	\$247.92
10/06/2023	W. W. GRAINGER, INC.	\$395.72
10/06/2023	WAREHOUSE DIRECT	\$1022.83
10/06/2023	AFLAC	\$266.81
10/06/2023	KD MARKET	\$22.40
10/06/2023	CHICAGO MAGAZINE	\$34.00
10/06/2023	SCHOOL LIBRARY JOURN	\$136.99
10/06/2023	THE HORN BOOK	\$72.00
10/06/2023	WALMART	\$124.34
10/06/2023	TECHSOUP	\$180.00

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 10/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
10/06/2023	NETFLIX	\$19.99
10/06/2023	DISNEY	\$19.99
10/08/2023	ARCHITECTURAL DIGEST	\$44.99
10/08/2023	FORTUNE	\$29.98
10/08/2023	FINE SCALE MODELER	\$94.95
10/08/2023	NETFLIX	\$19.99
10/08/2023	AMAZON	\$75.56
10/08/2023	NETFLIX	\$19.99
10/10/2023	YOTO USA	\$217.62
10/10/2023	USPS	\$6.22
10/10/2023	TRADITIONAL HOME MAG	\$30.00
10/10/2023	DOLLAR TREE	\$27.50
10/10/2023	TARGET	\$16.98
10/11/2023	REPUBLIC SERVICES #5	\$303.49
10/11/2023	SHELL OIL COMPANY	\$62.71
10/11/2023	AMAZON	\$269.85
10/11/2023	NAYAX LLC	\$0.35
10/11/2023	GODADDY.COM, LLC	\$767.88
10/11/2023	THE GREAT COURSES	\$137.32
10/11/2023	CHICAGO TRIBUNE	\$146.00
10/11/2023	4ALLPROMOS	\$180.71
10/12/2023	USPS	\$12.48
10/12/2023	USPS	\$7.35
10/12/2023	MIDWEST COLLABORATIV	\$200.00
10/12/2023	AMAZON	\$28.05
10/13/2023	Payroll 2023-1013	\$144669.92
10/13/2023	Payroll 2023-1013	\$54577.76
10/13/2023	AMAZON	\$166.69
10/13/2023	AT&T	\$2705.84
10/13/2023	BAKER & TAYLOR, INC.	\$8181.54
10/13/2023	CDW GOVERNMENT, INC.	\$9062.26
10/13/2023	CRIMSON MULTIMEDIA D	\$44.67
10/13/2023	DELL MARKETING L.P.	\$909.95
10/13/2023	GRAPHIC 14 INC.	\$154.52
10/13/2023	IMAGING ESSENTIALS	\$2534.40
10/13/2023	INDIANAPOLIS PUBLIC	\$10.00
10/13/2023	INGRAM	\$172.09
10/13/2023	LIBRARY IDEAS, LLC	\$53.20
10/13/2023	MARVELSOFT ENTERPRIS	\$29.95
10/13/2023	MECHANIC SHOP FEMME	\$650.00
10/13/2023	MIDWEST TAPE	\$87.98
10/13/2023	NORTHWESTERN HEALTH	\$10.00

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 10/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
10/13/2023	OVERDRIVE, INC.	\$15257.63
10/13/2023	PLAYAWAY PRODUCTS LL	\$502.36
10/13/2023	SUPERIOR INDUSTRIAL	\$189.35
10/13/2023	TODAY'S BUSINESS SOL	\$173.88
10/13/2023	VARIETY VENDORS	\$116.00
10/13/2023	WAREHOUSE DIRECT	\$622.30
10/13/2023	STAPLES BUSINESS ADV	\$99.48
10/13/2023	STAPLES BUSINESS ADV	\$617.21
10/13/2023	STAPLES BUSINESS ADV	\$58.31
10/13/2023	STAPLES BUSINESS ADV	\$214.41
10/13/2023	STAPLES BUSINESS ADV	\$167.90
10/13/2023	STAPLES BUSINESS ADV	\$81.40
10/13/2023	STAPLES BUSINESS ADV	\$12.95
10/13/2023	STAPLES BUSINESS ADV	\$55.34
10/13/2023	CHASE BANK	\$22368.86
10/13/2023	NETFLIX	\$19.99
10/13/2023	NETFLIX	\$19.99
10/13/2023	NETFLIX	\$19.99
10/15/2023	MINIORANGE	\$629.00
10/15/2023	MEETUP	\$89.94
10/15/2023	SUNSET FOODS - LONG	\$13.97
10/15/2023	DISNEY	\$19.99
10/15/2023	AMAZON	\$79.89
10/16/2023	ICMA RETIREMENT TRUS	\$6949.48
10/16/2023	AMAZON	\$31.97
10/16/2023	AMAZON	\$62.80
10/17/2023	POSTMASTER	\$2345.18
10/17/2023	AMAZON	\$42.96
10/17/2023	NAYAX LLC	\$0.50
10/17/2023	NAYAX LLC	\$1.90
10/17/2023	NAYAX LLC	\$0.75
10/17/2023	WALMART	\$93.76
10/17/2023	PLACEIT EMPOWERKIT	\$7.95
10/17/2023	PLACEIT EMPOWERKIT	\$7.95
10/17/2023	DOLLAR TREE	\$5.00
10/18/2023	VILLAGE OF MOUNT PRO	\$88447.09
10/18/2023	NAYAX LLC	\$0.10
10/18/2023	NAYAX LLC	\$0.10
10/18/2023	ZOHO Corporation	\$890.00
10/18/2023	STRAW & BUBBLES TEA	\$38.27
10/18/2023	USPS	\$19.31
10/18/2023	WALMART	\$13.98

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 10/31/2023

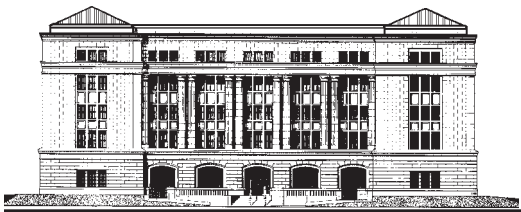
<b>Date</b>	<b>Source</b>	<b>Amount</b>
10/19/2023	AMAZON	\$15.98
10/19/2023	AMAZON	\$12.86
10/19/2023	AQUENT LLC	\$430.00
10/19/2023	COMIX REVOLUTION	\$62.84
10/20/2023	AMAZON	\$10183.13
10/20/2023	AUTOMATIC DOORS, INC	\$562.50
10/20/2023	BAKER & TAYLOR, INC.	\$7222.86
10/20/2023	BRODART CO.	\$1986.66
10/20/2023	CONSUMERS' CHECKBOOK	\$900.00
10/20/2023	CRYSTAL MAINTENANCE	\$2980.00
10/20/2023	INGRAM	\$396.48
10/20/2023	KANOPY, INC.	\$800.00
10/20/2023	MIDWEST TAPE	\$5099.67
10/20/2023	OVERDRIVE, INC.	\$1107.66
10/20/2023	PLAYAWAY PRODUCTS LL	\$1547.51
10/20/2023	ROSA M ZILINSKAS	\$200.00
10/20/2023	SMILE MAKERS	\$143.84
10/20/2023	ST. CHARLES PUBLIC L	\$21.74
10/20/2023	THOMSON REUTERS - WE	\$1588.11
10/20/2023	TRU GREEN-CHEM LAWN	\$90.48
10/20/2023	WAREHOUSE DIRECT	\$141.79
10/20/2023	COMCAST BUSINESS	\$189.90
10/20/2023	AMAZON	\$36.43
10/22/2023	GLOBAL INDUSTRIAL	\$183.94
10/22/2023	AMAZON	\$87.62
10/22/2023	AMAZON	\$169.14
10/23/2023	PADLET SOFTWARE	\$24.00
10/23/2023	WALL STREET JOURNAL	\$59.99
10/23/2023	SPOTIFY	\$16.99
10/23/2023	AMAZON	\$8.99
10/24/2023	VERIZON WIRELESS	\$490.28
10/24/2023	AMERICAN LIBRARY ASS	\$247.00
10/24/2023	CHICAGO TRIBUNE	\$324.00
10/24/2023	USPS	\$7.85
10/25/2023	Payroll 2023-1027	\$145517.81
10/25/2023	Payroll 2023-1027	\$54736.19
10/25/2023	WALMART	\$17.57
10/25/2023	NUB GAMES, INC.	\$600.00
10/25/2023	CC-MEALS	\$23.58
10/25/2023	CC-MEALS	\$8.51
10/25/2023	CC-MEALS	\$7.84
10/25/2023	CC-MEALS	\$12.07

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 10/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
10/25/2023	CC-MEALS	\$2.91
10/25/2023	CC-MEALS	\$12.02
10/25/2023	WALMART	\$37.68
10/25/2023	CC-MEALS	\$14.06
10/26/2023	GUARDIAN	\$3633.63
10/26/2023	COSTCO	\$152.67
10/26/2023	AMAZON	\$17.49
10/26/2023	UPRINTING	\$39.02
10/26/2023	CC-GROUND TRANSPORTA	\$7.00
10/26/2023	JOE DONUT MOUNT PROS	\$172.00
10/26/2023	CC-GROUND TRANSPORTA	\$22.57
10/26/2023	CC-MEALS	\$21.56
10/27/2023	BAKER & TAYLOR, INC.	\$10150.07
10/27/2023	BISHOP PLUMBING, INC	\$3163.90
10/27/2023	FILTER SERVICES INC	\$1171.36
10/27/2023	INGRAM	\$367.50
10/27/2023	LAKESHORE LEARNING M	\$23.98
10/27/2023	MIDWEST TAPE	\$143.97
10/27/2023	OVERDRIVE, INC.	\$1131.92
10/27/2023	PLAYAWAY PRODUCTS LL	\$276.20
10/27/2023	STACKMAP, INC.	\$3375.00
10/27/2023	W. W. GRAINGER, INC.	\$98.57
10/27/2023	EMPLOYEE BENEFITS CO	\$1535.39
10/27/2023	AMAZON	\$38.96
10/27/2023	COSTCO	\$274.89
10/27/2023	COSTCO	\$42.43
10/27/2023	WALMART	\$141.79
10/27/2023	CC-GROUND TRANSPORTA	\$14.00
10/27/2023	CC-LODGING	\$271.32
10/29/2023	AMAZON	\$80.88
10/29/2023	COSTCO	\$49.04
10/29/2023	COSTCO	\$110.39
10/29/2023	CC-GROUND TRANSPORTA	\$14.00
10/29/2023	CC-LODGING	\$271.32
10/29/2023	CC-MEALS	\$6.67
10/29/2023	SHOP N SAVE	\$33.79
10/29/2023	CC-GROUND TRANSPORTA	\$21.00
10/29/2023	CC-LODGING	\$426.98
10/29/2023	CC-MEALS	\$14.93
10/29/2023	WALMART	\$69.72
10/29/2023	AIR & SPACE	\$35.00
10/29/2023	OLD HOUSE JOURNAL	\$62.00

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 10/31/2023

<b>Date</b>	<b>Source</b>	<b>Amount</b>
10/29/2023	USPS	\$8.56
10/30/2023	ICMA RETIREMENT TRUS	\$6962.08
10/30/2023	VILLAGE OF MOUNT PRO	\$112.00
10/30/2023	VILLAGE OF MOUNT PRO	\$47619.62
10/30/2023	AMAZON	\$5.88
10/31/2023	EMPLOYEE BENEFITS CO	\$111.26
10/31/2023	FRIENDS OF THE MPPL	\$232.53
10/31/2023	AMAZON	\$47.83
10/31/2023	TARGET	\$40.00
10/31/2023	TARGET	\$80.00
10/31/2023	TARGET	\$60.00
10/31/2023	AMERICAN LIBRARY ASS	\$47.40
10/31/2023	PLA	\$347.00
10/31/2023	ALA	\$247.00
10/31/2023	DAILY HERALD	\$34.60
10/31/2023	PLA	\$347.00
10/31/2023	ZOOM	\$180.00
		<hr/>
		\$ 728,013.36



ALEXI GIANNOULIAS • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

## Illinois State Library

### ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

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

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

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

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

Legal Name of Library: Mount Prospect Public Library

Library's Control Number: 30480 Branch Number: 00 Today's Date: 11/16/2023

#### Contact information of the person completing this grant application:

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

Preparer's Title: Executive Director

Preparer's Phone Number: (847) 590-3220

Preparer's Email Address: sreynders@mppl.org

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



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

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

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

**Service Area Population** 56,852

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

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

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

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

### **Chapter 1: Core Standards**

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

All standards are met.

## Chapter 2: Governance and Administration

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

All standards are met.

## Chapter 3: Personnel

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

All standards are met.

## Chapter 4: Access

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

All standards are met.

## Chapter 5: Building Infrastructure and Maintenance

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

All standards are met.

## Chapter 6: Safety

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

All standards are met.

## Chapter 7: Collection Management

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

All standards are met.

## Chapter 8: System Member Responsibilities and Resource Sharing

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

All standards are met.

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

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

All standards are met.

## Chapter 10: Programming

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

All standards are met.

## Chapter 11: Youth/Young Adult Services

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

All standards are met.

## Chapter 12: Technology

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

All standards are met.

## Chapter 13: Marketing, Promotion and Collaboration

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

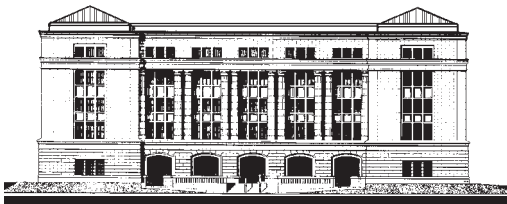
All standards are met.

## Part II: Planned Use of Grant Funds

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

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





ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

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

ilsos.gov

## Illinois Public Library Per Capita Grant Expenditures Report

Control Number: 30480 City: Mount Prospect

Library Name: Mount Prospect Public Library

Exact amount of Per Capita Grant received in Fiscal Year 2022: \$ 83,856.70

Based on the library's Planned Use of Grant Funds from the FY2022 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2022 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☐ Personnel — Chapter 3

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

☐ Safety — Chapter 6

☒ Collection Management — Chapter 7

In 2022 we spent \$102,256.59 on Overdrive Advantage titles. We are allocating the full grant of \$83,856.70 to these purchases. This helps us meet the goal of spending 8-12% of our operating budget on materials, as well as trying to keep up with the infinite demand for electronic titles, both eBook and eAudiobook.

☐ System Member Responsibilities and Resource Sharing — Chapter 8

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

☐ Programming — Chapter 10

☐ Youth/Young Adult Services — Chapter 11

☐ Technology — Chapter 12

☐ Marketing, Promotion, and Collaboration — Chapter 13

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# Emergency Succession Plan

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Mount Prospect  
Public Library

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November 2023

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## Emergency Succession Plan for Mount Prospect Public Library<sup>1</sup>

Leadership plays an essential role in the success of a nonprofit organization, and a change in executive leadership is as inevitable as the passing of time.

This document will help the library recognize that planning for unplanned or temporary leadership change is a best practice – in line with other plans the library regularly completes (e.g., strategic plan, communications plan, etc.). An emergency succession plan can bring order in a time of turmoil, confusion, and high stress.

### Introduction

The Board of Mount Prospect Public Library ("Board") recognizes that this is a plan for contingencies due to the disability, death, or departure of the Executive Director. If the library is faced with the unlikely event of an untimely vacancy, Mount Prospect Public Library has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board has reviewed the job description of the Executive Director. The job description is attached. The Board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, board of directors' relationships, financial operations, resource development and community presence.

### Short-Term Temporary, Unplanned Absence

A temporary absence is one of less than three months in which it is expected that the Executive Director will return to her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board is authorized (or authorizes the Board Officers) to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, a member of the staff Management Team is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board to affirm the procedures prescribed in this plan or to make modifications as the Board deems appropriate.

At the time that this plan was approved, the position of Acting Executive Director would be:

1. Anne Belden, Deputy Director, [redacted]

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<sup>1</sup> *This document was developed by the Center for Nonprofit Advancement. This document is provided as guidance for a nonprofit organization facing a change in leadership. It should not be regarded as a substitute for legal advice or counsel. The advice of a competent attorney should be sought any time a nonprofit is considering policy changes or activities that may affect the legal status or liability exposure of the organization.*

## Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have full authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director will be offered:

- ☒ **A temporary salary increase to the entry-level salary of the Executive Director position**  
☐ A bonus of \$\_\_\_\_\_ during the Acting Executive Director Period.  
☐ No additional compensation.

## Board Oversight

The Board member(s) responsible for monitoring the work of the Acting Executive Director shall be the Library Board President. The Board President will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

## Communication Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff and Board members of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of Mount Prospect Public Library:

- Mike Cassady, Mount Prospect Village Manager, [redacted]
- Pat Klawitter, Friends of the Library President, [redacted]
- Gail Bajkowski, Library Foundation President, [redacted]
- Roger Ritzman, library legal counsel, [redacted]
- Don Shaw, auditor, Lauterbach & Amen, LLP [redacted]

## Completion of Short-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the library should be determined by the Executive Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working their way back up to a full-time commitment.

## Long-Term Temporary, Unplanned Absence

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board will give immediate consideration, in consultation with the Acting Executive Director, to either temporarily fill the management position left vacant by the Acting Executive Director or hire an Interim Executive Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions, or, depending on the timing of the absence, it may be necessary to have an experienced Executive Director in the position.

## Determination if an Interim Executive Director is Needed

The criteria that the Board and Acting Executive Director should consider when determining whether or not to hire an Interim Executive Director (or consultant to the Acting Executive Director) are as follows:

1. Time of year
2. Required statutory responsibilities
3. Special projects currently in progress or upcoming

Some crucial times for our library are:

- **May - June** (odd years): Trustee election and orientation
- **July - September**: Create next year's annual budget and levy ordinance
- **October**: Send approved Tax Levy Ordinance to the Village

Recommended skills and experience an Interim Executive Director needs:

1. Prior experience as the director of an Illinois library
2. Prior experience as an Interim Executive Director

If the Board and Acting Executive Director determine that an Interim Executive Director (or consultant to the Acting Executive Director) is needed, contact one or more of the people listed below, explain the situation, and ask if they could help find an interim or consultant. There are quite a few retired Executive Directors that take interim positions regularly.

1. RAILS: railslibraries.org/, [redacted]
2. HR Source: www.hrsource.org, [redacted]
3. Deiters & Todd Library Consulting, <https://www.deiterstodd.com/>: [redacted]

## Completion of Long-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the library would be determined by the Executive Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working the way up to a full-time commitment.

## Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board will appoint a Search Committee within 30 days to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

## Checklist for Acceptance

- ☐ **Succession plan approval.** This succession plan will be approved by the full Board for its vote and approval.
- ☐ **Signatories.** The Board President, the Executive Director, the Acting Executive Director, and other appointees shall sign this plan.
- ☐ **Important Organizational Information.** Attached is the Information and Contact Inventory and the current list of the organization's board of directors.
- ☐ **Copies.** Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by the Board President, the Executive Director, Acting Executive Director appointee, and the organization's attorney.

DRAFT



## Information and Contact Inventory for Mount Prospect Public Library

Knowing where your organization's key information is located is critical so that if an emergency succession should occur, your organization would be able to quickly continue work in the most efficient and effective way.

### Administrative Information

- [redacted]

### Legal Counsel

- [redacted]

### Auditor

- [redacted]

### Banks

- [redacted]

### Fiscal Accountability

- [redacted]

### Payroll

- [redacted]

### Insurance

- [redacted]

### Retirement

- [redacted]

## Document Information and Revision Control

Date of Completion for Information and Contact Inventory: November 16, 2023

Name of Person Completing Document: Su Reynders, Executive Director

The Emergency Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed and updated annually.

## Signatures of Approval for Mount Prospect Public Library

Board President: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Acting Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

Acting Executive Director's Current Title: \_\_\_\_\_

## Preliminary CCS/Renovation Communication Plan

Overall, the focus of the communications will be the benefits of joining CCS. The renovation is a byproduct of CCS that provide patron benefits, not solely a standalone facility improvement project.

### Rough Timeline

Date/Timeframe	Item/Channel	Notes
February	New public webpage	Primary landing page for all detailed communications. All other communications should ultimately point people to this page.
March/April	Print newsletter	"Coming Soon" introductory message with link to webpage
April 22	Special eNews edition	First communication introducing the projects, since the temporary wall in the lobby should go up around May 6, the official start of construction.
May 1	Press release	Introducing the projects
May 1	Postcard	Introducing the projects, QR code to webpage, available in print at library & other places in the community, could be used for targeted mailing as desired
May 6	4-ish 24"x36" posters	To put on the temporary lobby wall explaining the project
May/June	Print newsletter	Secondary messaging with link to webpage
May 3	eNewsletter	Secondary messaging with link to webpage
June 7	eNewsletter	New info tidbits with link to webpage
July/August	Print newsletter	Download your reading list!
July 5	eNewsletter	Download your reading list! + CCS tips
July 19	eNewsletter	Download your reading list! + CCS tips
August 2	eNewsletter	Download your reading list! + CCS tips
August 16	eNewsletter	Download your reading list! Updated lobby open, more hold, lucky day, and LoT space.
September/October	Print newsletter	Download your reading list!
September 3	Press release	Detailed information with go live date
September 3	Bookmarks	Start putting in holds/checkouts
September 6	eNewsletter	Go live information and download your reading list! 9/27-9/30 catalog system down
September 20	eNewsletter	Go live information and download your reading list! 9/27-9/30 catalog system down
September 23	Special eNews edition	Dedicated message: 9/27-9/30 catalog system down 10/1 go live with new system Re-authenticate with app
October 1		Go live announcement
November/December	eNewsletter, Print newsletter	Follow up information

# DRAFT 2024 CCS/Renovation Communication Plan

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March						
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31	Coming Soon Message					

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	Coming Soon Message					

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	Introductory Message					

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30	Introductory Message					

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	Secondary Message					

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	Secondary Message					

September						
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	Get Ready Message					

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	Go Live Message					

November						
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	Follow Up Message					

December						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
	Follow Up Message					

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

October 2023

### Youth Services

- 1) In October we teamed up with South Branch for two programs, "Explore and Discover Together: Día de Muertos" and "Sugar Skull Decorating." We also had some new programs on the calendar, like "Potty Palooza" and "Not-So-Spooky Halloween Storytime," along with popular standbys like "Nature Detectives" and "Sound Explorers."
- 2) We attended fall and Halloween events at the park districts and at PTO events. We saw 1,200 people at the River Trails Park District Monster's Bash, Mount Prospect Park District Trick or Treat Trail, and Westbrook Elementary Trunk or Treat. One guest at the Trick or Treat Trail event exclaimed excitedly that "the library is here!!" upon seeing the library's table.
- 3) To celebrate the season, we had a variety of passive programming in the Youth department. We had a Creepy Doll scavenger hunt offered for older kids; this was the first time we have tried a scavenger hunt like this, and we had 112 kids participate. We even had some tweens get in the action and time themselves to see how fast they could complete it (it was 5 minutes, 22 seconds). For the younger kids, we had a Halloween and Día de Muertos scavenger hunt. We had 642 kids complete hunts.
- 4) 219 children visited the library this October on school field trips. We worked with other departments like Technical Services and Circulation to offer a Secret Lives of Librarians tour. We had preschool classrooms stop by the library for a storytime and tour as well.



### South Branch & Community Engagement

- 1) We celebrated Día de Muertos with several programs this month:
  - a. "Sugar Skull Decorating" - Sugar skulls represent a departed soul in Mexican



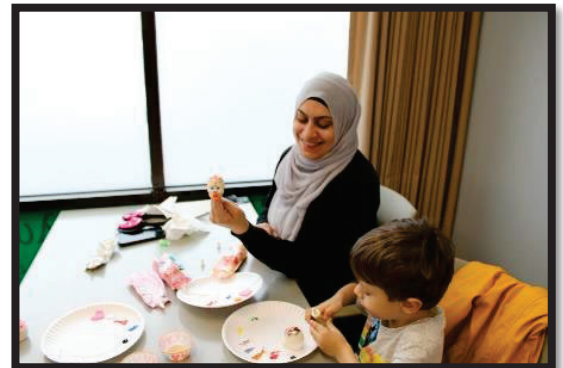
Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

culture, and families decorated sugar skulls with icing and colored sugar at this very well attended program.

- b. "Explore and Discover Together: Día de Muertos" - Participating families created ofrendas (altars made to honor the life of a deceased loved one) using shoeboxes and a variety of materials, including paper, felt, lights, and photographs.
  - c. "Cuenta Cuentos: Día de Muertos" (Spanish Storytime) - Our younger patrons and their families listened to stories, learned a little of the history of Día de Muertos and created a craft.
- 2) We hosted The Chicago Lighthouse for the Blind's Low Vision Products Road Show where visitors could test a range of independent aids such as portable reading devices, lighting, games, and numerous other items. Lighthouse staff were on hand to answer any questions and facilitate equipment testing.
  - 3) We presented an Introduction to the Library program to parents participating in District 59's Family University program, which is for families with children 2-3 years old who miss the cutoff date for preschool. A not-so-scary monster storytime for the children followed the parent session.
  - 4) We have noticed increasing numbers of migrants from Venezuela visiting the South Branch to print out documents pertinent to asylum-seeking and work permits. For many of them, it is the first time they have visited a public library, and we take the opportunity to highlight services and resources available to them.

### Registration

- 1) We attended an outreach event at St. Raymond's school on October 5 and talked with over 50 people about library services and issued 14 new library cards.
- 2) We have been working with staff at Euclid and River Trails schools to issue library cards to new-



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees  
to-the-district patrons. One family is without a vehicle, and we have been able to connect them to our Homebound service so that they can receive materials.

### Fiction/AV/Teen

- 1) The “Teen Craft: DIY Pumpkin Squishies” program was a hit with a full waitlist.
- 2) This year’s One Book, One Village community read selection was *Anxious People* by Fredrik Backman. Events this year included:
  - a. A silent reading program
  - b. Six book discussions, including one virtual session, one Polish-language session and one Spanish-language discussion
  - c. Two Walk & Talk chats
  - d. Two sessions of “Swedish-Inspired Plate Decorating”
  - e. A “Library After Hours: One Book, One Village Social” event



#### Comments from the social:

- Hope you do this event next year.
- So very fun - a wonderful community event - hope for more like this! Thank you!
- Great choice of book, please do it again.
- Great job! Please continue to offer these programs! You guys are awesome!
- I loved the book and thought it was great to do One Book, One Village!



Thank you for the free book and tote. I read the book twice because I liked it so much and wanted to see if there were hints for the twists. Thank you! Tonight was very enjoyable!

- Loved this so much. I really appreciate the social opportunity.
- Great way to gather with other members of the community.
- It was a great event and a good opportunity to meet new neighbors.
- Great idea; would love to see more of these.
- Environment great. Food and wine great. Loved the One Book, One Village.

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- I really like the wine and cheese as a way to get people to mix and mingle.
- Loved the book. Thank you.
- Very enjoyable. Great exchange with people, and the food and wine were wonderful.
- Delicious snacks and wine!
- Great time, got to meet new people. Thanks for all the hard work.



## Research

- 1) We were part of the subcommittee for BIG (Business Interest Group, a networking group of suburban business librarians) that took the lead on planning and presenting Financial Fitness 2023, a series of three virtual programs. Twenty-three suburban public libraries participated in the series, sharing expenses and enhancing overall visibility for the event. A total of 1,102 attended the series including 78 Mount Prospect patrons. The most popular session was "Terry Savage Talks Money" with 608 attendees.
- 2) Genealogy Librarian Anne Shaughnessy presented a program at the Illinois Library Association Conference on October 24 (53 attendees). The presentation was called "Keeping History Alive: A Library and Historical Society Collaboration." It focused on the projects that the library and Mount Prospect Historical Society have worked on together for decades.
- 3) We hosted Small Business Morning Meetup (27 attendees), which was the first of what will be a quarterly event at the library to give local entrepreneurs, whether an established brick-and-mortar or a home-based start-up, the opportunity to connect with one another and with local resources. Attendees enjoyed coffee and donuts and the opportunity to make connections within the local business community. In addition to the registered attendees, representatives from the Village of Mount Prospect, the Chamber of Commerce, the Daily Herald, and the Small Business Development Center at Harper College were present. Some comments from attendees:
  - This was a fantastic event, well run and well organized! Thank you!
  - Thank you for doing this. It helps our small business.
  - This will be a great help to small businesses and startups!
  - Great opportunity to meet and speak to local small business owners.
  - Great event! Thanks!



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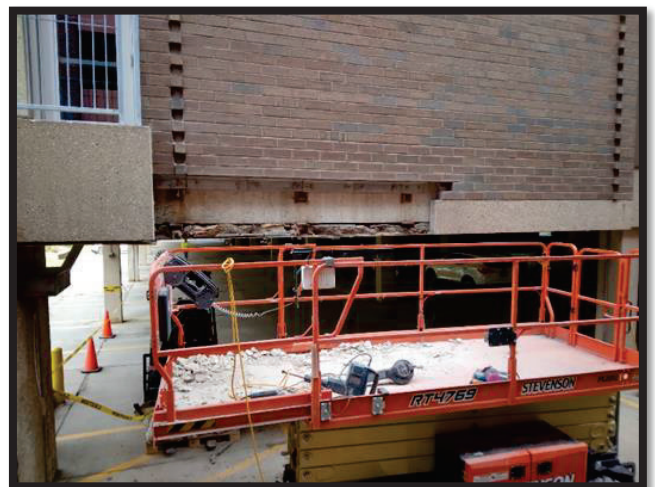
### Circulation

- 1) We offered department orientations to staff throughout the month of October. We had about 30 staff attend across 4 sessions and enjoyed getting to show other staff the many changes that have taken place over the last few years.
- 2) The Library of Things collection continues to be a major topic of conversation for patrons. This month:
  - a. One patron commented that they love the Library of Things catalog on the website, citing how easy it is to navigate.
  - b. Another patron asked a friend of hers to meet her at the library to show her the Library of Things collection. The friend was a resident but did not have a library card; she signed up for a library card during her visit so she could check out a few LoT items.
- 3) Circulation staff held a pumpkin decorating contest in the month of October and displayed the final products in the lobby leading up to Halloween. Many patrons commented on how fun it was to see the pumpkins during their visit.



### Building & Security

- 1) Our exterior repairs are continuing, and the caulking and sealing work around our windows is progressing well. The west side has been completed and work is now moving along the north side. The precast concrete facia on several of the corners is being removed due to damage. As one section was being removed, the steel supports gave away, and a large piece fell, damaging the lift. No one was injured but it demonstrated that this work is needed. The new panels are being fabricated and will be installed in November along with new steel supports.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

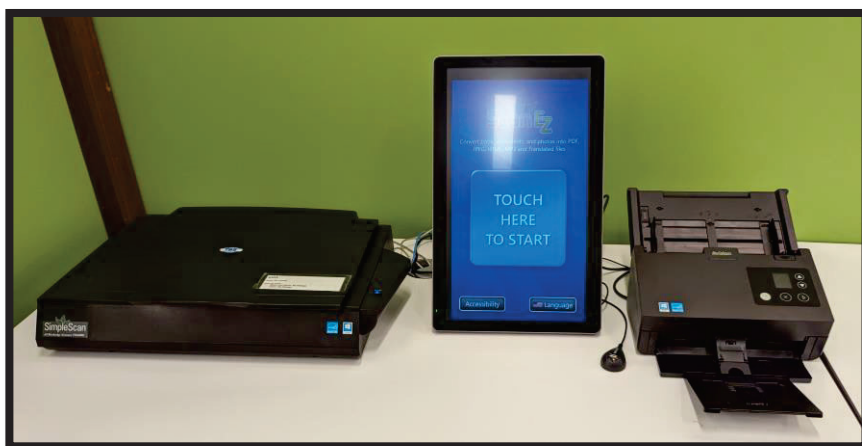
## Marketing

- 1) E-newsletter updates
  - a. A special One Book, One Village email was sent to the General Interest list of over 21,000 email addresses. The special event webpage received the highest click-through, followed by the general calendar link at the bottom, which indicates that most users are scrolling through the entire email rather than just the first sections. Staff mentioned that patrons were coming in shortly after opening to pick up the self-care kit after receiving the email.
  - b. The open rate for the general interest emails continued to hold steady at 43% for October with the Friends Book Sale (25%) and Foundation Fall Raffle (16%) receiving the highest click-throughs.
  - c. The elementary school e-newsletter had a 58% open rate with the "Display Your Classroom's Artwork" section receiving the highest click-through of 30%. Staff followed up to say that several teachers had scheduled their classroom's artwork after receiving the email.
  - d. The parent-caregiver e-newsletter had a 61% open rate and the November calendar had the highest click-through, followed by the Family Reading Night link. Again, there were no unsubscribe requests or spam reports, which is extremely rare for email marketing. This further supports the idea that targeted emails are a proven channel to connect with patrons.
- 2) Our new unboxing video series on social media has been a big hit and has been a great way to highlight new releases and our Lucky Day collection at the Main Library.  
<https://fb.watch/oa3raZ6hoj/>



## Information Technology

- 1) All four of our SimpleScan units were replaced. The new systems have a larger touchscreen, additional cloud options, and the addition of an image enhancement feature. The units continue to be very popular; over 3,800 pages were scanned in October.



Mount Prospect Public Library  
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### Human Resources & Learning

- 1) Number of open positions: 2. Security Officer (PT); South Branch Youth & Family Program Coordinator (FT)
- 2) Number of vacant positions filled: 2. Youth Program and Outreach Associate (PT); Circulation Workroom Assistant (PT)
- 3) Number of separations: 1
- 4) Staff anniversaries:
  - a. David Stanich, Youth Desk Assistant, 5 years
  - b. Mary Danaher, Copy Cataloger, 25 years
  - c. Janet Frye, Registration Assistant, 20 years
  - d. Rebeca Ferreira, Collection Development Librarian, 15 years
  - e. Virginia Schlachter, Research Assistant, 40 years
- 5) Our annual open enrollment for benefits was launched at the end of October. This year we changed vendors for our dental and supplemental life insurance offerings which provides staff with significant cost savings. This change also provides increased efficiencies in administration as the new vendors are under the IPBC umbrella.
- 6) Our 2-month window for all staff performance reviews began October 1. By the end of November, we expect to complete approximately 130 individual performance reviews. Ratings from these reviews will dictate the January 2024 merit increases.
- 7) Illinois mandated harassment training was assigned to all staff. This year we used a new course which more clearly outlined the reporting mechanisms for staff and supervisors.

### Friends of the Mount Prospect Public Library

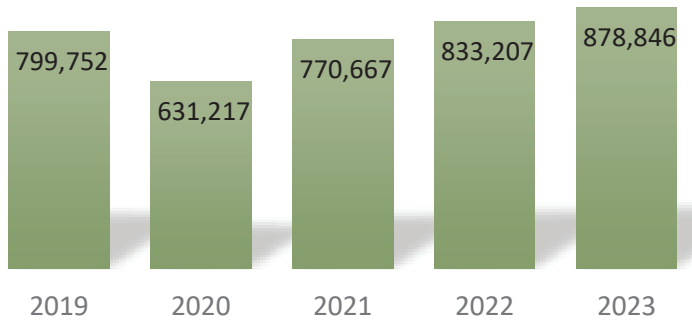
- 1) Sales from the Fall Book Sale were over \$12,000 – about \$4,000 less than the summer sale, but almost equal to the spring sale.
- 2) The Friends are getting ready for the November 18 Holiday Sale. The event will take place in Meeting Room A from 9 a.m. to 3 p.m. and will include entertainment from Bach to Rock for shoppers.
- 3) The 2024 funding proposal and plans from the library were approved at the October 9 Friends Board meeting.

### Mount Prospect Public Library Foundation

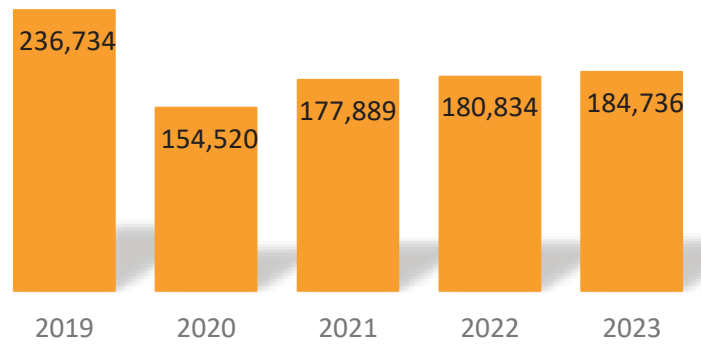
- 1) The fall raffle ran October 6-22 and generated \$1,480 in ticket sales. The Foundation received many donations of seed money and in-kind product donations. The list includes Ashley Knapstein Massage Therapy, Bishop Plumbing, Heating, and Cooling, Bowlero Corporation, Bruce Automotive, Honey Biscuit, Jameson's Charhouse, Splendid Day Spa, and Trader Joe's.
- 2) The Fundraising Committee presented details for a Trivia Night event for 2024 and the board suggested hosting the event later in the year so that all resources could be focused on the March Mini Golf fundraiser.
- 3) The 2024 funding proposal from the library was approved at the October 23 Foundation Board meeting.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

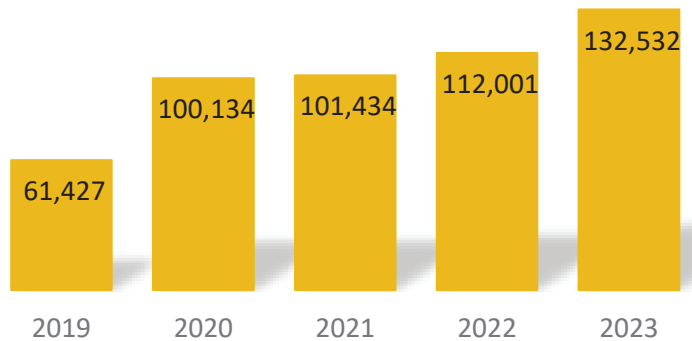
### Overall Circulation YTD



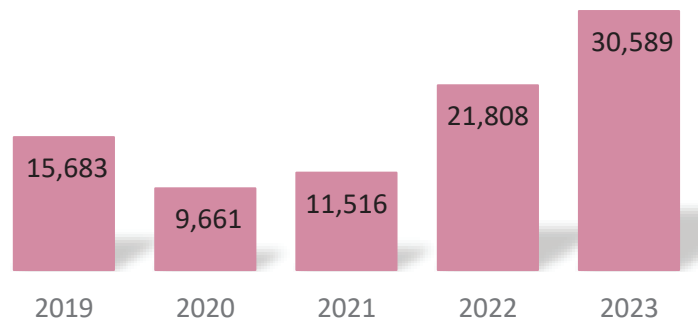
### AV Circulation YTD



### eMedia Circulation YTD

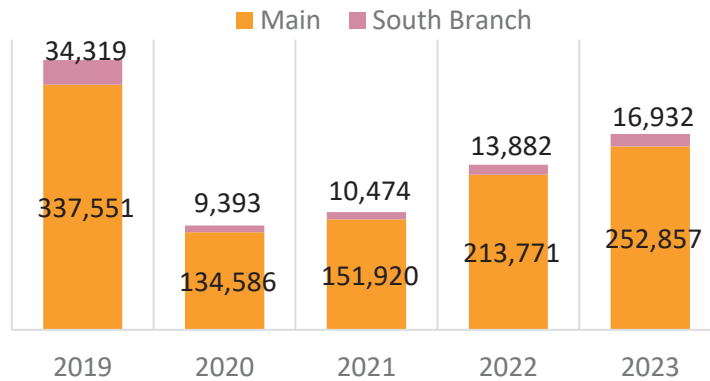


### Other Circulation YTD

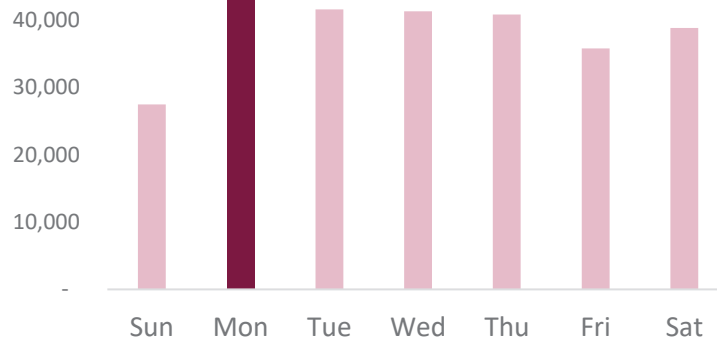


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

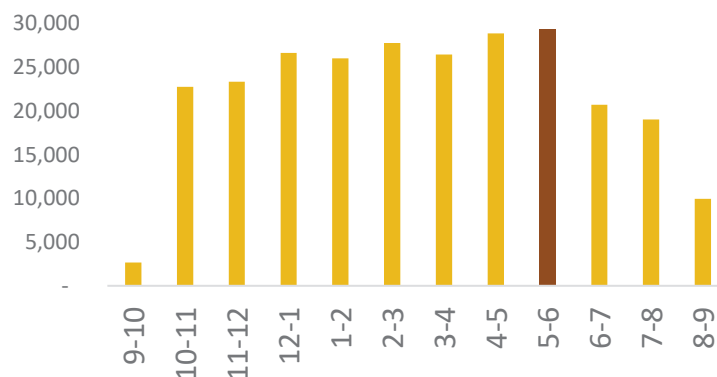
### 2023 Door Count - YTD



### Most Popular Day of Week YTD

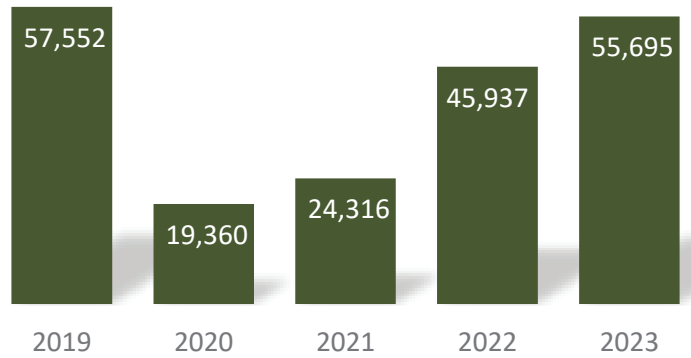


### Most Popular Time of Day YTD

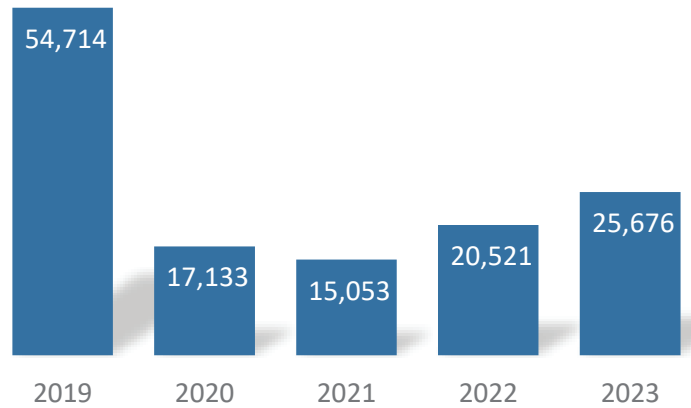


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

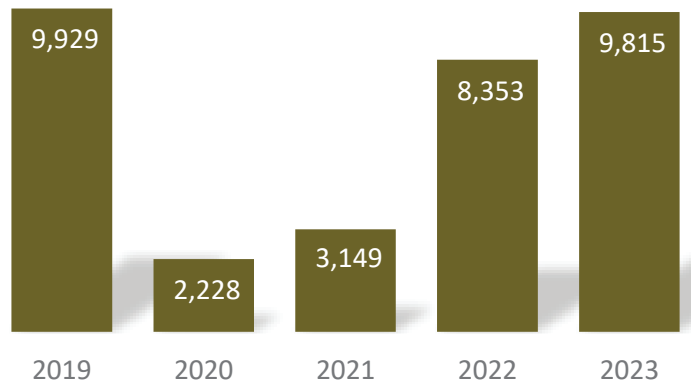
Wireless Unique Users YTD



Public Computer Hours Usage YTD

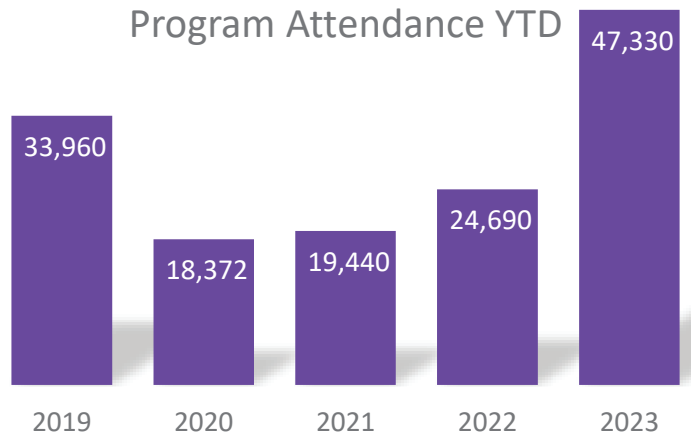


Study Room Usage YTD

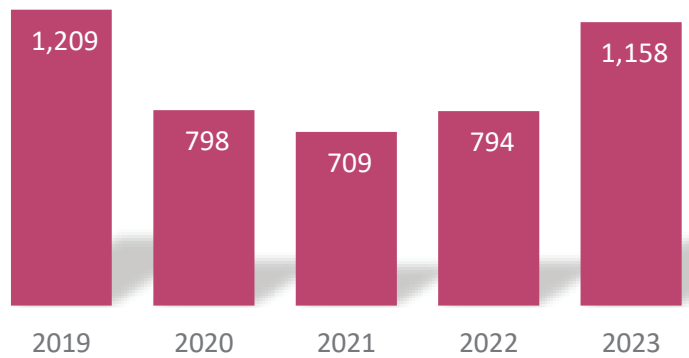


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

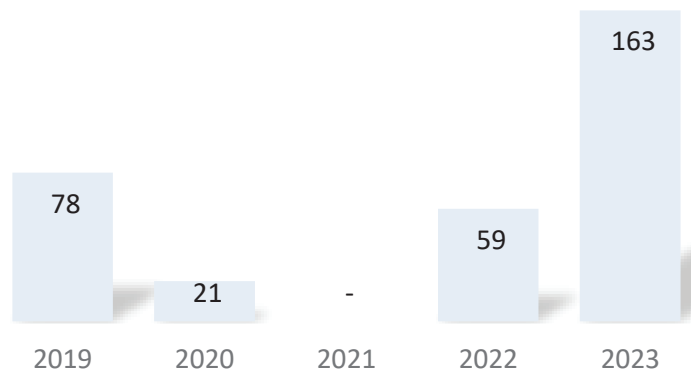
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD



## October 2023 Strategic Plan Progress Report

### Strategic Plan Updates for 2024

As we move forward with our two major projects for 2024, completion of other strategic goals will slow down. Work on projects won't stop, but we do not plan to launch any additional big new services during 2024 outside of CCS. For example, one of our goals is to investigate purchasing an outreach vehicle to expand existing outreach efforts (B3B) and identify new outreach opportunities (B3C). While we will continue to explore and plan, we won't actually launch new/expanded services in 2024.

Because of this, I plan to reduce the frequency of strategic plan updates in the board packet from every month to quarterly beginning January 2024. We will have monthly detailed updates of both the renovation and CCS projects, but those will be front and center on the agenda each month.

### Items Completed in October 2023

1. No new items were completed in October 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 October we completed the design phase of the renovation Project A. Next steps are for our construction manager to price out the plans and prepare to go out to bid in January 2024.
2. **Adult Programming (B2B and B2A).** Increase the coordination of adult programs across MPPL departments, including South Branch. Evaluate current adult programming and incorporate new ideas from the strategic planning results.
  - a. We have completed the data gathering, analysis, and evaluation for both of the adult programming goals. We are now summarizing the results and creating the final deliverables, and plan to be completed by December 2023.



# MEMO — CLOSED MINUTES

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: November 16, 2023  
Re: Review of Written Minutes and Recordings of Closed Sessions

Comments: As is required by Illinois Statute, we regularly review the written minutes of previously closed Board sessions to 1) approve the written minutes and 2) decide whether or not to release them. We have two sets of written minutes to review; recommendations are listed below.

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

Meeting Date	Meeting Type	Reason	Approve	Release
3/16/2023	Regular	Review of closed minutes	Yes	Yes
10/5/2023	Personnel Committee	Personnel	Yes	No

### Motion Language for Written Minutes

"I move to approve and release the closed minutes of March 16, 2023; and approve and not release the closed minutes of October 5, 2023."

### Motion Language for Recordings

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