

Regular Board Meeting  
November 21, 2024, 6:00 p.m.  
Meeting Room B

**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** 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 17, 2024 **(6-7)**
  - b. October 2024 Bills and Financial Reports **(8-22)**
  - c. Acknowledge Per Capita Grant Application **(23-34)**
  - d. Approve Executive Director 4% salary increase effective January 12, 2025 and a one-time \$5,000 bonus per the recommendation of the Personnel Committee.
  - e. Approve bid from Crystal Maintenance for cleaning services for \$105,180 for 2025, 2026, and 2027 effective January 1, 2025.
7. **Strategic Plan 2022-2025 Extension Recommendation (35)**
8. **Executive Director Report (3)**
  - a. October 2024 Library Activity Report **(36-46)**
9. **Trustee Reports and Comments**
10. **Closed Session (47)**

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

Make any determinations resulting from the closed session.

**12. Upcoming Meetings and Events Calendar**

- a. November 25 – Foundation Board Meeting – Mary Anne Benden
- b. December 3, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
- c. December 5, 6:00 p.m. – Committee of the Whole Meeting – recommend cancel
- d. December 19, 6:00 p.m. – Regular Board Meeting – Canceled
- e. No Foundation Board Meeting held in December
- f. January 2 – Committee of the Whole Meeting – recommend cancel
- g. January 16, 6:00 p.m. – Regular Board Meeting
  - i. 2024 Year End Financial Review
  - ii. Approve Village of Mount Prospect Ground Lease Resolution
- h. January 18-19 – Friends Book Sale
- i. January 27 – Foundation Board Meeting – Open

**13. Adjournment**

**Library Director Report  
November 21, 2024**

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.
  - a. **Per Capita Grant Application.** Each year we submit an application to the Illinois State Library to receive funding, typically around \$83,000.
  - b. **Cleaning Bid Recommendation.** We contract out for overnight cleaning of our public areas. We partner with the Village to go out to bid for a new contract every 3-5 years, and the Public Works Department handles the bidding process. The library is listed as a separate entity. We received a total of 6 bids for services and recommend that we approve a new 3-year contract effective 1/1/2025 with Crystal Maintenance Plus, Corp. for an annual cost of \$35,060.
    - i. Full results are listed below, costs are for the full 3-year contract.
      1. Crystal Maintenance Plus, Corp.: \$105,180
      2. Perfect Cleaning System, Inc.: \$182,116
      3. Multisystem Management Company: \$195,600
      4. Chi-Town Cleaning Services: \$196,212
      5. Eco Clean Maintenance: \$217,026
      6. Bravo Services: \$277,440
3. **Strategic Plan 2022-2025 Extension Recommendation.** This is agenda item 7. As we have previously discussed, due to the 2024 projects, strategic plan hiatus and future renovation projects, I am recommending that we extend our current plan through June 2027. See the memo in the packet for more information.
4. **Closed Session.** This is agenda item 10. See the memo in the packet for details regarding the review of previously closed minutes and recordings.

Mount Prospect Public Library  
Board of Trustees

**Proclamation**

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

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

**WHEREAS**, as a means to publicly honor and recognize individuals who celebrated significant employment anniversaries during 2024; and

**THEREFORE**, be it now resolved that on the 21st day of November 2024, the Board of Trustees publicly thank the following staff for their hard work and congratulate them on their years of employment with the Mount Prospect Public Library:

Thirty Years	Mary Anne Longpre Jerome Malauskas
Twenty Years	Mary Jane Matecki Anne Wilson Katharine Wohrstein
Fifteen Years	Elaine Ball Polly Gillogly Kathleen Szafarz Denise Truppa
Ten Years	Lily Valentin Julie Van Dyck
Five Years	Anne Belden Emily Cisneros Elizabeth Colin Kristen Hamilton Bridget Meyer Susan Reynders Rebecca Rutkowski Lauren Soroka Dimitrios Stefanis Suzanne Yazel

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Marie Bass, President  
Mount Prospect Public Library  
Board of Trustees

Mount Prospect Public Library  
Board of Trustees

**Proclamation**

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

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

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

**THEREFORE**, be it now resolved that on the 21st day of November 2024, 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:

7 Years  
Tara Schulz

5 Years  
Benjamin Gough  
Corrine Strobel

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Marie Bass, President  
Mount Prospect Public Library  
Board of Trustees

**Regular Board Meeting  
October 17, 2024  
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 6:03 p.m. by Kristine O'Sullivan, Vice President.

2. Roll Call

Present: Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Kristine O'Sullivan

Absent: Marie Bass, Rosemary Groenwald, Sylvia Haas

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

Visitors: None

3. Public Comment

Patron Services Assistant Jimmy Stefanis shared many positive comments from patrons about the library joining the consortium.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of September 19, 2024
- b. Minutes of Personnel Committee Meeting of October 3, 2024
- c. September 2024 Bills and Financial Reports

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

5. Third Quarter Financial Review

Finance Manager Malachi Kohlwey reviewed the third quarter of 2024 revenue and expenditures and answered questions. He also reviewed the cost of purchasing new meeting room chairs, and the board acknowledged that the cost had increased from the previous estimate.

6. 2025 Regular Board Schedule of Meetings

Motion was made by Trustee Gilligan and seconded by Trustee O'Sullivan to approve the 2025 Regular Board Schedule of Meetings including the meeting time change from 7:00 p.m. to 6:00 p.m. as presented. Voice vote carried.

7. December 19, 2024 Regular Board Meeting Cancellation

Motion was made by Trustee Benden and seconded by Trustee Gilligan to cancel the December 19, 2024 Regular Board Meeting. Voice vote carried.

8. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report, the CCS and Renovation monthly update, and answered questions. Trustee O'Sullivan shared her delight to be able to browse the Library of Things collection.

Trustees reviewed the standards listed in Serving Our Public 4.0: Standards for Illinois Public Libraries as a requirement for the Per Capita Grant.

9. Trustee Reports and Comments

Trustees Fulk and O'Sullivan have volunteered to help at the upcoming Friends Book Sale on October 19-20.

10. Upcoming Meetings and Events Calendar

- a. October 19-20 – Friends Book Sale
- b. October 28 – Foundation Board Meeting – Rosemary Groenwald
- c. November 6, 7:00 p.m. – Village Final Levy Reading
- d. November 7, 6:00 p.m. – Committee of the Whole Meeting canceled
- e. November 16 – Friends Holiday Sale
- f. November 21, 6:00 p.m. – Regular Board Meeting
  - i. Recognize significant employee and volunteer anniversaries
  - ii. Approve Per Capita Grant application
  - iii. Review of closed meeting minutes and recordings
- g. November 25 – Foundation Board Meeting – Mary Anne Benden
- h. December 3, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village

11. Adjournment

Motion was made by Trustee Fulk and seconded by Trustee Gilligan to adjourn the Regular Board meeting at 6:50 p.m. Voice vote carried.

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Rosemary Groenwald, Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of October 31, 2024

Library General Fund	9,267,334.01
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	4,895,342.02
Debt Service Fund	0.00
Gift Fund	572,893.11
<b>Total All Funds</b>	<b>16,851,615.40</b>

#### Disbursements October 2024

**\$ 1,001,764.93**

#### Financial Summary

##### Fund Balances

Library General Fund	\$	9,267,334.01
Annual Operating Budget 2024	\$	11,191,400.00
General Fund - Months in Reserve		9.9
General Fund - Percent in Reserve		82.8%

##### YTD October Spending

- \* We're on target with spending, and our YTD percentage expended is 77.6%
- \* Last year at this time, we had expended 75.1%

##### Levy Collection

- \* To date, 100.75% of the total Tax revenue has been collected



# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 10/31/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$113,077.41	\$0.00	\$0.00	\$0.00	\$0.00	\$113,077.41
Interest Income	\$19,573.50	\$0.00	\$32,446.53	\$0.00	\$0.00	\$52,020.03
Miscellaneous Fees	\$1,588.53	\$0.00	\$0.00	\$0.00	\$0.00	\$1,588.53
Friends Reimbursement	\$3,259.73	\$0.00	\$0.00	\$0.00	\$0.00	\$3,259.73
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$119.17	\$119.17
<b>Total Revenues</b>	<b>\$137,499.17</b>	<b>\$0.00</b>	<b>\$32,446.53</b>	<b>\$0.00</b>	<b>\$119.17</b>	<b>\$170,064.87</b>
<b>Expenses</b>						
Salaries & Benefits	\$433,353.15	\$0.00	\$0.00	\$0.00	\$0.00	\$433,353.15
Management Expense	\$30,692.82	\$0.00	\$0.00	\$0.00	\$0.00	\$30,692.82
Operating Expense	\$54,768.75	\$0.00	\$0.00	\$0.00	\$0.00	\$54,768.75
Building Expense	\$43,708.43	\$0.00	\$0.00	\$0.00	\$0.00	\$43,708.43
Library Materials	\$77,797.14	\$0.00	\$0.00	\$0.00	\$0.00	\$77,797.14
Reimbursable Expense	\$1,228.45	\$0.00	\$0.00	\$0.00	\$0.00	\$1,228.45
Capital Outlay	\$0.00	\$0.00	\$2,369.36	\$0.00	\$0.00	\$2,369.36
<b>Total Expenses</b>	<b>\$641,548.74</b>	<b>\$0.00</b>	<b>\$2,369.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$643,918.10</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$9,771,383.58</b>	<b>\$2,116,046.26</b>	<b>\$4,865,264.85</b>	<b>\$0.00</b>	<b>\$572,773.94</b>	<b>\$17,325,468.63</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$504,049.57)</b>	<b>\$0.00</b>	<b>\$30,077.17</b>	<b>\$0.00</b>	<b>\$119.17</b>	<b>(\$473,853.23)</b>
<b>ENDING FUND BALANCE</b>	<b>\$9,267,334.01</b>	<b>\$2,116,046.26</b>	<b>\$4,895,342.02</b>	<b>\$0.00</b>	<b>\$572,893.11</b>	<b>\$16,851,615.40</b>

# Mount Prospect Public Library Revenue Report

For the Period Ended 10/31/2024

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
<b>Library Fund</b>						
Property Taxes	\$113,077.41	\$11,040,379.35	\$10,958,000.00	(\$82,379.35)	100.75%	(0.75%)
Illinois Per Capita Grant	\$0.00	\$84,425.22	\$83,900.00	(\$525.22)	100.63%	(0.63%)
Interest Income	\$19,573.50	\$248,156.05	\$75,000.00	(\$173,156.05)	330.87%	(230.87%)
Fees	\$1,562.03	\$18,642.63	\$10,600.00	(\$8,042.63)	175.87%	(75.87%)
For Sale Items	\$26.50	\$515.91	\$200.00	(\$315.91)	257.96%	(157.96%)
Miscellaneous Income	\$0.00	\$15,819.12	\$0.00	(\$15,819.12)	0.00%	0.00%
Friends Reimbursement	\$3,259.73	\$33,243.45	\$10,000.00	(\$23,243.45)	332.43%	(232.43%)
Foundation Reimbursement	\$0.00	\$7,234.53	\$10,000.00	\$2,765.47	72.35%	27.65%
Village Reimbursement	\$0.00	\$2,169.43	\$1,800.00	(\$369.43)	120.52%	(20.52%)
Grant Income	\$0.00	\$73,800.00	\$73,000.00	(\$800.00)	101.10%	(1.10%)
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<b>Total Library Fund</b>	<b>\$137,499.17</b>	<b>\$11,524,385.69</b>	<b>\$11,222,500.00</b>	<b>(\$301,885.69)</b>	<b>102.69%</b>	<b>(2.69%)</b>
<b>Working Cash Fund</b>						
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%
<b>Total Working Cash Fund</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Capital Projects Fund</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$32,446.53	\$322,885.08	\$0.00	(\$322,885.08)	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	\$0.00	\$0.00	0.00%	0.00%
<b>Total Capital Projects Fund</b>	<b>\$32,446.53</b>	<b>\$322,885.08</b>	<b>\$0.00</b>	<b>(\$322,885.08)</b>	<b>0.00%</b>	<b>0.00%</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 10/31/2024

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$119.17	\$1,198.08	\$5,000.00	\$3,801.92	23.96%	76.04%
Donations	\$0.00	\$276.38	\$0.00	(\$276.38)	0.00%	0.00%
Total Gift Fund	\$119.17	\$1,474.46	\$5,000.00	\$3,525.54	29.49%	70.51%

# Mount Prospect Public Library Expense Report

For the Period Ended 10/31/2024

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$324,621.67	\$4,647,133.34	\$5,931,000.00	\$1,283,866.66	78.35%	21.65%
IMRF	\$19,196.74	\$272,966.53	\$345,000.00	\$72,033.47	79.12%	20.88%
MC/FICA	\$23,287.97	\$334,675.70	\$454,000.00	\$119,324.30	73.72%	26.28%
Medical Insurance	\$66,088.12	\$658,975.70	\$820,000.00	\$161,024.30	80.36%	19.64%
Life Insurance	\$158.65	\$1,950.77	\$3,000.00	\$1,049.23	65.03%	34.97%
Unemployment Compensation Tax	\$0.00	\$5,509.68	\$23,000.00	\$17,490.32	23.96%	76.04%
<b>Total Salaries &amp; Benefits</b>	<b>\$433,353.15</b>	<b>\$5,921,211.72</b>	<b>\$7,576,000.00</b>	<b>\$1,654,788.28</b>	<b>78.16%</b>	<b>21.84%</b>
Management Expenses						
Audit	\$0.00	\$6,600.00	\$5,600.00	(\$1,000.00)	117.86%	(17.86%)
Legal Fees	\$562.50	\$2,777.50	\$10,000.00	\$7,222.50	27.78%	72.23%
Printing	\$13,859.12	\$80,115.50	\$126,000.00	\$45,884.50	63.58%	36.42%
Marketing	\$1,643.49	\$55,063.77	\$74,000.00	\$18,936.23	74.41%	25.59%
Professional Dues	\$0.00	\$10,805.00	\$17,000.00	\$6,195.00	63.56%	36.44%
Board Development	\$0.00	\$2,263.00	\$2,500.00	\$237.00	90.52%	9.48%
Human Resources	\$14,068.20	\$135,961.35	\$172,700.00	\$36,738.65	78.73%	21.27%
Other Operating	\$559.51	\$6,383.51	\$38,700.00	\$32,316.49	16.49%	83.51%
<b>Total Management Expenses</b>	<b>\$30,692.82</b>	<b>\$299,969.63</b>	<b>\$446,500.00</b>	<b>\$146,530.37</b>	<b>67.18%</b>	<b>32.82%</b>
Operating Expenses						
Telecommunications	\$2,591.79	\$29,598.35	\$35,900.00	\$6,301.65	82.45%	17.55%
Insurance	\$0.00	\$91,960.05	\$116,000.00	\$24,039.95	79.28%	20.72%
Office Supplies	\$1,828.82	\$17,471.58	\$29,300.00	\$11,828.42	59.63%	40.37%
Library Supplies	\$2,422.31	\$10,213.49	\$24,700.00	\$14,486.51	41.35%	58.65%
Postage	\$3,136.54	\$22,686.95	\$31,800.00	\$9,113.05	71.34%	28.66%
Contract Services	\$35,182.64	\$63,785.94	\$142,000.00	\$78,214.06	44.92%	55.08%
Software	\$9,606.65	\$71,232.83	\$120,900.00	\$49,667.17	58.92%	41.08%
<b>Total Operating Expenses</b>	<b>\$54,768.75</b>	<b>\$306,949.19</b>	<b>\$500,600.00</b>	<b>\$193,650.81</b>	<b>61.32%</b>	<b>38.68%</b>

# Mount Prospect Public Library Expense Report

For the Period Ended 10/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
<b>Building Expenses</b>						
Building Maintenance	\$10,896.80	\$145,594.48	\$133,800.00	(\$11,794.48)	108.82%	(8.82%)
Hardware & System Maintenance	\$976.16	\$100,687.41	\$139,600.00	\$38,912.59	72.13%	27.87%
Janitorial	\$9,661.96	\$62,291.70	\$76,300.00	\$14,008.30	81.64%	18.36%
Equipment	\$21,031.21	\$154,812.29	\$199,000.00	\$44,187.71	77.80%	22.20%
Utilities	\$1,142.30	\$33,052.17	\$49,300.00	\$16,247.83	67.04%	32.96%
<b>Total Building Expenses</b>	<b>\$43,708.43</b>	<b>\$496,438.05</b>	<b>\$598,000.00</b>	<b>\$101,561.95</b>	<b>83.02%</b>	<b>16.98%</b>
<b>Services and Resources</b>						
Adult Print	\$18,022.91	\$160,920.78	\$247,600.00	\$86,679.22	64.99%	35.01%
Adult AV	\$2,100.86	\$21,098.69	\$42,600.00	\$21,501.31	49.53%	50.47%
Youth Print	\$9,967.30	\$151,550.30	\$159,700.00	\$8,149.70	94.90%	5.10%
Youth AV	\$1,578.69	\$16,848.85	\$26,200.00	\$9,351.15	64.31%	35.69%
Magazines	\$684.21	\$19,942.59	\$19,300.00	(\$642.59)	103.33%	(3.33%)
Electronic Resources	\$5,786.75	\$156,123.09	\$186,600.00	\$30,476.91	83.67%	16.33%
Digital Media	\$25,411.24	\$272,010.08	\$317,000.00	\$44,989.92	85.81%	14.19%
E-Learning	\$0.00	\$48,430.47	\$49,500.00	\$1,069.53	97.84%	2.16%
Library of Things	\$6,035.99	\$46,329.87	\$68,000.00	\$21,670.13	68.13%	31.87%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$905.54	\$18,766.14	\$28,000.00	\$9,233.86	67.02%	32.98%
Programs	\$7,303.65	\$68,578.75	\$103,300.00	\$34,721.25	66.39%	33.61%
<b>Total Services and Resources</b>	<b>\$77,797.14</b>	<b>\$981,252.21</b>	<b>\$1,248,500.00</b>	<b>\$267,247.79</b>	<b>78.59%</b>	<b>21.41%</b>
<b>Transfers</b>						
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
<b>Sponsored Expenses</b>						
Foundation Expenses	\$0.00	\$5,924.16	\$10,000.00	\$4,075.84	59.24%	40.76%
Friends Expenses	\$1,228.45	\$31,466.46	\$10,000.00	(\$21,466.46)	314.66%	(214.66%)
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.00%	100.00%
<b>Total Sponsored Expenses</b>	<b>\$1,228.45</b>	<b>\$37,390.62</b>	<b>\$21,800.00</b>	<b>(\$15,590.62)</b>	<b>171.52%</b>	<b>(71.52%)</b>

# Mount Prospect Public Library Expense Report

For the Period Ended 10/31/2024

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Total Library Fund	\$641,548.74	\$8,043,211.42	\$11,191,400.00	\$3,148,188.58	71.87%	28.13%
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%
<b>Capital Project Fund</b>						
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	\$252.00	\$0.00	(\$252.00)	0.00%	0.00%
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	\$2,369.36	\$2,474,583.00	\$3,000,000.00	\$525,417.00	82.49%	17.51%
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	\$2,369.36	\$2,474,835.00	\$3,000,000.00	\$525,165.00	82.49%	17.51%
<b>Gift Fund</b>						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99 Art	\$0.00	\$0.00	\$0.00	\$0.00	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	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%

**Mount Prospect Public Library**  
**Outgoing Bank and Credit Card Charges**  
For the Period Ended 10/31/2024

<b>Date</b>	<b>Source</b>	<b>Amount</b>
10/01/2024	ZOOM	\$180.00
10/01/2024	SPICEWORKS	\$399.00
10/01/2024	AMAZON	\$7.29
10/01/2024	AMAZON	\$13.99
10/01/2024	AMAZON	\$34.64
10/01/2024	AMAZON	\$14.98
10/01/2024	AMAZON	\$24.78
10/02/2024	CC-AIRFARE	\$397.65
10/02/2024	AMAZON	\$14.97
10/02/2024	AMAZON	\$12.99
10/02/2024	AMAZON	\$8.99
10/02/2024	AMAZON	\$8.99
10/02/2024	AMAZON	\$2.99
10/02/2024	DISNEY	\$29.99
10/02/2024	NETFLIX	\$15.49
10/02/2024	AMAZON	\$27.98
10/02/2024	USPS	\$8.28
10/02/2024	AMERICAN LIBRARY AS	\$289.00
10/02/2024	AMAZON	\$41.97
10/02/2024	AMAZON	\$77.57
10/02/2024	GOOGLE LLC	\$7.92
10/02/2024	TORTORICE'S PIZZA	\$68.83
10/02/2024	GOTPRINT.COM	\$352.19
10/03/2024	LAKE COUNTY FOREST	\$40.00
10/03/2024	VILLAGE OF MOUNT PRO	\$112.00
10/03/2024	VILLAGE OF MOUNT PRO	\$49989.50
10/03/2024	VILLAGE OF MOUNT PRO	\$94521.09
10/03/2024	AMAZON	\$35.95
10/03/2024	AMAZON	\$8.99
10/03/2024	AMAZON	\$8.99
10/03/2024	USPS	\$528.15
10/03/2024	USPS	\$51.44
10/03/2024	BONAFIDEMASKS.COM	\$90.31
10/03/2024	AMAZON	\$27.69
10/03/2024	AMAZON	\$27.03
10/03/2024	BEST BUY	\$79.98
10/03/2024	AMAZON	\$68.97
10/03/2024	AMAZON	\$150.71

10/04/2024	AMERICAN LANDSCAPING	\$160.00
10/04/2024	BAKER & TAYLOR, INC.	\$6502.42
10/04/2024	DEMCO	\$299.42
10/04/2024	GALE	\$61.47
10/04/2024	INGRAM	\$135.73
10/04/2024	KAREN CHAN FINANCIAL	\$300.00
10/04/2024	MIDWEST TAPE	\$104.97
10/04/2024	OVERDRIVE, INC.	\$751.85
10/04/2024	PLAYAWAY PRODUCTS LL	\$149.98
10/04/2024	SUPERIOR INDUSTRIAL	\$199.10
10/04/2024	TRANE U.S. INC.	\$1614.92
10/04/2024	W. W. GRAINGER, INC.	\$377.50
10/04/2024	WAREHOUSE DIRECT	\$834.52
10/04/2024	AMAZON	\$8.99
10/04/2024	AMAZON	\$8.99
10/04/2024	AMAZON	\$8.99
10/04/2024	AMAZON	\$8.99
10/04/2024	TORTORICE'S PIZZA	\$130.19
10/04/2024	AMAZON	\$583.89
10/04/2024	CC-LODGING	\$720.74
10/04/2024	AMAZON	\$754.68
10/04/2024	AMAZON	\$47.27
10/04/2024	CHROMALABEL	\$24.99
10/06/2024	AMAZON	\$8.99
10/06/2024	AMAZON	\$8.99
10/06/2024	AMAZON	\$8.99
10/06/2024	NETFLIX	\$15.49
10/06/2024	NETFLIX	\$15.49
10/06/2024	NETFLIX	\$15.49
10/06/2024	NETFLIX	\$15.49
10/06/2024	NETFLIX	\$15.49
10/06/2024	MICROSOFT	\$6.60
10/06/2024	MICROSOFT	\$44.00
10/06/2024	AMAZON	\$29.99
10/06/2024	The Library Store	\$912.39
10/06/2024	AMAZON	\$33.53
10/06/2024	AMAZON	\$8.99
10/06/2024	AMAZON	\$46.73
10/06/2024	AMAZON	\$82.96
10/06/2024	JO-ANN STORES	\$112.50
10/06/2024	COSTCO	\$24.97
10/06/2024	USPS	\$8.01
10/06/2024	USPS	\$13.16
10/07/2024	AMAZON	\$11.95



10/07/2024	NETFLIX	\$15.49
10/07/2024	NETFLIX	\$15.49
10/07/2024	NETFLIX	\$15.49
10/07/2024	AMAZON	\$83.89
10/07/2024	AMAZON	\$9.99
10/08/2024	AT&T ACH	\$107.08
10/08/2024	AT&T ACH	\$743.53
10/08/2024	AMAZON	\$4049.91
10/08/2024	AMAZON	\$164.49
10/08/2024	USPS	\$13.40
10/08/2024	LANDS' END	\$181.65
10/08/2024	Home Goods	\$103.42
10/08/2024	MICHAELS STORES	\$39.45
10/09/2024	ILLINOIS LIBRARY AS	\$40.00
10/09/2024	NUB GAMES, INC	\$627.00
10/09/2024	The Library Store	\$90.00
10/09/2024	NETFLIX	\$15.49
10/09/2024	DISNEY	\$29.99
10/09/2024	AMAZON	\$2.99
10/09/2024	CC-MEALS	\$23.60
10/09/2024	LIBRARY MARKETING CO	\$499.00
10/09/2024	CC-MEALS	\$20.00
10/09/2024	CC-MEALS	\$16.06
10/10/2024	AMAZON	\$126.69
10/10/2024	The Library Store	\$50.00
10/10/2024	JEWEL OSCO	\$7.99
10/10/2024	USPS	\$13.99
10/10/2024	CC-MEALS	\$18.16
10/10/2024	CC-MEALS	\$4.44
10/10/2024	CC-AIRFARE	\$266.96
10/10/2024	CC-GROUND TRANSPORTA	\$10.00
10/10/2024	AMAZON	\$8.99
10/10/2024	CC-MEALS	\$14.65
10/11/2024	Payroll 2024-1011	\$164651.26
10/11/2024	Payroll 2024-1011	\$58919.95
10/11/2024	BAKER & TAYLOR, INC.	\$2795.23
10/11/2024	BUSSE AUTOMOTIVE	\$134.27
10/11/2024	ILLINOIS OFFICE OF T	\$140.00
10/11/2024	INGRAM	\$872.50
10/11/2024	MECHANIC SHOP FEMME,	\$650.00
10/11/2024	MENARDS	\$24.95
10/11/2024	MIDWEST TAPE	\$316.12
10/11/2024	NEIL A BRADBURY	\$135.00
10/11/2024	OVERDRIVE, INC.	\$16278.51

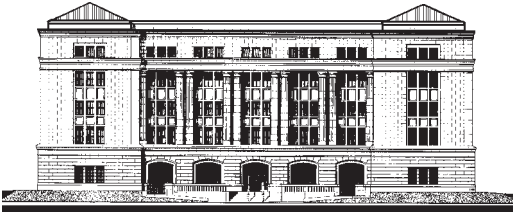
10/11/2024	PLAYAWAY PRODUCTS LL	\$447.35
10/11/2024	ROTARY CLUB OF RIVER	\$250.00
10/11/2024	SMC CONSTRUCTION SER	\$147031.74
10/11/2024	THEATRE 121	\$400.00
10/11/2024	WAREHOUSE DIRECT	\$572.89
10/11/2024	SHELL OIL COMPANY	\$28.09
10/11/2024	EXPERT PAY CHILD SUP	\$188.31
10/11/2024	REPUBLIC SERVICES #5	\$310.32
10/11/2024	EMPLOYEE BENEFITS CO	\$1424.15
10/11/2024	S&S Worldwide	\$214.13
10/11/2024	GODADDY.COM, LLC	\$815.76
10/11/2024	USPS	\$24.86
10/11/2024	CAPITOL HARDWARE LLC	\$83.56
10/11/2024	WALMART	\$57.63
10/11/2024	CC-MEALS	\$11.08
10/11/2024	CC-MEALS	\$3.29
10/11/2024	CC-MEALS	\$15.43
10/11/2024	AMAZON	\$15.98
10/11/2024	AMAZON	\$33.13
10/11/2024	AMAZON	\$16.98
10/11/2024	CC-LODGING	\$155.25
10/11/2024	CC-MEALS	\$14.24
10/11/2024	CC-AIRFARE	\$297.81
10/11/2024	CC-MEALS	\$15.27
10/11/2024	CC-MEALS	\$37.58
10/11/2024	CC-GROUND TRANSPORTA	\$10.00
10/13/2024	COSTCO	\$15.79
10/13/2024	DELL MARKETING L.P.	\$788.04
10/13/2024	WALMART	\$34.97
10/13/2024	DISPLAYS2GO	\$546.57
10/13/2024	DELL MARKETING L.P.	\$6529.74
10/13/2024	CC-GROUND TRANSPORTA	\$15.90
10/13/2024	CC-MEALS	\$15.88
10/13/2024	NETFLIX	\$15.49
10/13/2024	NETFLIX	\$15.49
10/13/2024	NETFLIX	\$15.49
10/13/2024	CC-LODGING	\$14.85
10/13/2024	CC-AIRFARE	\$172.36
10/13/2024	CC-LODGING	\$708.95
10/14/2024	AMAZON	\$111.14
10/14/2024	AMAZON	\$14.99
10/14/2024	NETFLIX	\$15.49
10/14/2024	DISNEY	\$29.99
10/14/2024	AMAZON	\$8.99

10/14/2024	AMAZON	\$2.99
10/14/2024	AMAZON	\$39.96
10/14/2024	AMAZON	\$33.12
10/14/2024	AMAZON	\$5.59
10/15/2024	AFLAC	\$181.92
10/15/2024	ICMA RETIREMENT TRUS	\$7361.84
10/15/2024	MEETUP	\$178.99
10/15/2024	DESIGN PICKLE LLC	\$14.99
10/16/2024	CENTRAL CONTINENTAL	\$19.99
10/16/2024	AQUENT LLC	\$440.00
10/16/2024	AMAZON	\$118.84
10/16/2024	BARRONS	\$29.99
10/16/2024	AMAZON	\$2.99
10/17/2024	POSTMASTER	\$2419.16
10/17/2024	STARBUCKS	\$2.50
10/17/2024	STATION 34	\$49.48
10/17/2024	MINIORANGE	\$559.00
10/17/2024	APPLE.COM	\$9.99
10/17/2024	AMAZON	\$21.99
10/17/2024	AMAZON	\$34.74
10/17/2024	AMAZON	\$2.99
10/17/2024	AMAZON	\$8.99
10/17/2024	AMAZON	\$8.99
10/17/2024	USPS	\$6.91
10/18/2024	BAKER & TAYLOR, INC.	\$3130.40
10/18/2024	CINTAS #22	\$245.26
10/18/2024	GLORIA CHAO INC.	\$500.00
10/18/2024	HRDIRECT	\$94.99
10/18/2024	MOUNT PROSPECT PAINT	\$139.48
10/18/2024	NPN360	\$906.75
10/18/2024	PROSPECT ELECTRIC CO	\$1069.50
10/18/2024	ROBBINS SCHWARTZ	\$1540.00
10/18/2024	ROSA M ZILINSKAS	\$240.00
10/18/2024	SOUND INCORPORATED	\$5694.00
10/18/2024	STAPLES BUSINESS ADV	\$421.11
10/18/2024	THERMAL PAPER DIRECT	\$522.45
10/18/2024	W. W. GRAINGER, INC.	\$584.17
10/18/2024	WAREHOUSE DIRECT	\$33.12
10/18/2024	BARNES & NOBLE	\$29.93
10/18/2024	USPS	\$14.42
10/18/2024	AMAZON	\$25.82
10/18/2024	AMAZON	\$19.99
10/20/2024	LANDS' END	\$137.80
10/20/2024	LINKTREE	\$90.00

10/20/2024	UPRINTING	\$470.79
10/20/2024	Hobby Lobby	\$136.75
10/20/2024	NORDIC WARE	\$76.00
10/20/2024	BARNES & NOBLE	\$17.33
10/20/2024	DISNEY	\$29.99
10/20/2024	DISNEY	\$29.99
10/20/2024	AMAZON	\$59.60
10/20/2024	AMAZON	\$56.96
10/20/2024	AMAZON	\$143.68
10/20/2024	AMAZON	\$57.36
10/21/2024	COMCAST BUSINESS	\$192.90
10/21/2024	ILLINOIS TOLLWAY	\$10.00
10/21/2024	DISNEY	\$29.99
10/21/2024	DISNEY	\$29.99
10/21/2024	DISNEY	\$29.99
10/21/2024	WALL STREET JOURNAL	\$64.99
10/22/2024	CONSTELLATION NEW EN	\$808.04
10/22/2024	COSTCO	\$107.40
10/22/2024	AMAZON	\$42.91
10/22/2024	OpenAI	\$20.00
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	DISNEY	\$29.99
10/22/2024	USPS	\$9.26
10/22/2024	USPS	\$5.37
10/22/2024	AMAZON	\$69.52
10/22/2024	AMAZON	\$360.71
10/22/2024	AMAZON	\$194.41
10/22/2024	CHICAGO TRIBUNE	\$146.00
10/22/2024	KD MARKET	\$22.40
10/22/2024	AMAZON	\$33.98
10/22/2024	NETFLIX	\$15.49
10/23/2024	VERIZON WIRELESS	\$456.46
10/23/2024	PENDLETON STREET TRE	\$90.00
10/23/2024	WALMART	\$55.92
10/23/2024	4-IMPRINT	\$935.56
10/23/2024	PLAYAWAY PRODUCTS LL	\$764.90
10/23/2024	COSTCO	\$319.32
10/23/2024	SPOTIFY	\$19.99

10/23/2024	AMAZON	\$8.99
10/23/2024	AMAZON	\$92.04
10/24/2024	VENTRA	\$180.00
10/24/2024	GODADDY.COM, LLC	\$899.98
10/24/2024	BAYSCAN TECHNOLOGIES	\$925.65
10/24/2024	WALMART	\$50.25
10/24/2024	NETFLIX	\$15.49
10/25/2024	Payroll 2024-1025	\$149381.16
10/25/2024	Payroll 2024-1025	\$55289.83
10/25/2024	ACCURATE EMPLOYMENT	\$41.89
10/25/2024	AMERICAN LANDSCAPING	\$320.00
10/25/2024	BAKER & TAYLOR, INC.	\$93.05
10/25/2024	CRYSTAL MAINTENANCE	\$2980.00
10/25/2024	FILTER SERVICES INC	\$1171.36
10/25/2024	IMAGE SYSTEMS & BUSI	\$413.11
10/25/2024	KANOPY, INC.	\$672.00
10/25/2024	Library Furniture In	\$2568.00
10/25/2024	MIDWEST TAPE	\$5753.45
10/25/2024	OVERDRIVE, INC.	\$1769.70
10/25/2024	PEREGRINE, STIME, NE	\$562.50
10/25/2024	SUPERIOR INDUSTRIAL	\$311.00
10/25/2024	THOMSON REUTERS - WE	\$1635.75
10/25/2024	TRU GREEN-CHEM LAWN	\$90.48
10/25/2024	VARIETY VENDORS	\$101.00
10/25/2024	VILLAGE OF MOUNT PRO	\$24.79
10/25/2024	W. W. GRAINGER, INC.	\$145.18
10/25/2024	WAREHOUSE DIRECT	\$485.98
10/25/2024	WORLD TRADE PRESS	\$1236.00
10/25/2024	EXPERT PAY CHILD SUP	\$188.31
10/25/2024	EMPLOYEE BENEFITS CO	\$1378.01
10/25/2024	VILLAGE OF MOUNT PRO	\$112.00
10/25/2024	VILLAGE OF MOUNT PRO	\$51140.09
10/25/2024	AMAZON	\$158.88
10/25/2024	HONEY BISCUIT	\$314.09
10/25/2024	WALMART	\$178.00
10/27/2024	AMAZON	\$122.19
10/27/2024	AMAZON	\$19.88
10/28/2024	ICMA RETIREMENT TRUS	\$6960.59
10/28/2024	AMAZON	\$27.88
10/29/2024	VILLAGE OF MOUNT PRO	\$95865.98
10/29/2024	ALEN CORPORATION	\$679.15
10/29/2024	LANDS' END	\$45.90
10/29/2024	USPS	\$6.70
10/30/2024	CHICAGO TRIBUNE	\$440.00

10/30/2024	SHUTTERSTOCK INC	\$29.00
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/30/2024	AMAZON	\$2.99
10/31/2024	FRIENDS OF THE MPPL	\$135.26
10/31/2024	EMPLOYEE BENEFITS CO5	\$106.39
10/31/2024	ZOOM	\$208.00
10/31/2024	WALMART	\$29.69
10/31/2024	HONEY BISCUIT	\$109.48
10/31/2024	USPS	\$13.43
10/31/2024	DELL MARKETING L.P.	\$5865.06
10/31/2024	BAMBU LAB US	\$330.33
		<u>\$1001764.93</u>



**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:** 11/21/2024

**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** 56852

**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

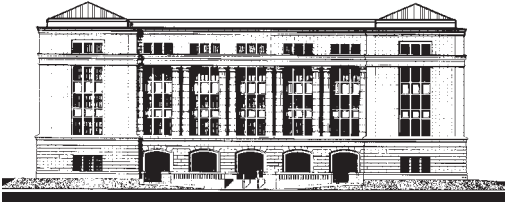
**Explain** the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and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



## Illinois Public Library Per Capita Grant Expenditures Report

2023 form was not available in time for the Board meeting

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 2023 we spent \$144,606.42 on Overdrive Advantage titles for adults, teens, and children. 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

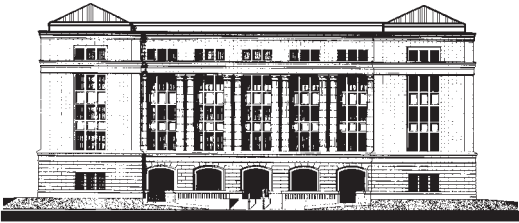
Public Services: Reference and Reader's Advisory — Chapter 9

Programming — Chapter 10

Youth/Young Adult Services — Chapter 11

Technology — Chapter 12

Marketing, Promotion, and Collaboration — Chapter 13



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

Certification of Eligibility for Grants  
Pursuant to  
75 ILCS 10/ Illinois Library System Act  
23 Ill. Adm. Code 3035 Illinois State Library Grant Programs

*Submit with grant application*

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials.

As the duly authorized representative of the applicant, by signing below, I certify that the:

Mount Prospect Public Library

Name of Library or Agency

**Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

**Is providing a written policy or procedure, approved and in force at the applicant library**, declaring the inherent authority of the library or library system to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

By signing below, I also certify that at the request of the State Librarian, the library/agency agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Authorized Signature

Susan Reynders

Signature Name (Typed or Printed)

11/21/2024

Date

Executive Director

Title

# MEMO – STRATEGIC PLAN EXTENSION

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: November 21, 2024  
Re: 2022-2025 Strategic Plan Extension

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Comments: The Board approved the current Strategic Plan in June 2022, and it was expected to run from July 2022 through June 2025 (3 years).

Because two of the larger proposed projects were formally approved and implemented in 2024 (Renovation Project A and the CCS migration), we put the strategic plan on hiatus for 2024.

We plan to resume work on the other goals and activities in 2025, but they will take longer than 6 months to complete, especially taking into consideration the remaining renovation projects. Therefore, I recommend that we extend our current strategic plan to run through June 2027 (5 years total).

The significant remaining projects are:

1. Expand, improve, or relocate South Branch/CCC
2. Plan and execute renovations for the second floor and the remainder of the first floor of the Main Library
  - a. Conduct signage and display audits as part of the renovations
  - b. Evaluate makerspace opportunities as part of the renovations
3. Investigate offering citizen services such as passports or vehicle stickers
4. Conduct a public technology audit
5. Investigate offering additional remote kiosks in the community
6. Evaluate purchasing a dedicated outreach vehicle
7. Investigate adding outreach visits to community spaces
8. Create and implement library card campaigns
9. Create and implement a Marketing Plan (to help increase visibility)

### Motion Language for Strategic Plan Extension

“I move to extend the end date of the current strategic plan from June 2025 to June 2027.”

## October 2024

### Fiction/AV/Teen

1) While staff were certainly kept busy throughout October adapting all of our departmental collection procedures to the new Polaris consortium environment, the most important public-facing highlight of the month was unquestionably One Book, One Village. The slate of programming tying in to this year's community read (*The Thursday Murder Club* by Richard Osman) used a mystery theme and included:

- Two traditional book discussions
- Two informal "Walk and Talk" discussions
- Two sessions of a "Cemeterarium and Painted Fox Craft"
- A "Pick Your Poison" booktalk spotlighting different flavors of mysteries
- A Crime Investigation presentation by the Mount Prospect Police Department
- A mystery-themed special edition of "Night Off? Game On!"
- Weekly morning mystery movie screenings
- An interactive Whodunit activity
- And the ever popular after hours Book Social, where patrons gathered to enjoy adult beverages and chat about the title



Patrons seemed to really appreciate how the event brought the community together. Comments:

- A "Walk and Talk" participant let us know that she is very impressed with the inclusiveness of the library and its programs.
- A patron said it was her first time at a MPPL discussion, and she said it was a great discussion and that the group was really engaged.
- A patron shared how she appreciated how calming the crafts were and had multiple conversations with another patron at her table about the book. Later on, her table partner asked me if we had any copies of the book available as she was trying to remember a certain part for inspiration for her cemeterarium.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- During the icebreaker question of “favorite reading material,” several patrons mentioned how much they enjoyed last year’s title *Anxious People* and ended up reading the rest of his books. They loved that OBOV expanded their reading horizons.
- Patrons thanked us and the library for all the hard work that was put into making this OBOV month such fun. They were very impressed by the creativity of programming and gave a huge shout out to the cemeterrariums.
- One patron had so much fun at the first discussion she came to the second one.
- There were more questions at the end of the Mount Prospect Police Department presentation than there was time for – some patrons were super enthusiastic and stayed after to talk to the presenters one-on-one.
- One person said of the Book Social, “Arlington Heights isn’t doing this for their One Book! My friends in AH were jealous when I told them about tonight’s event!”
- A patron who regularly attends our book discussions was impressed by the details in the social and how well it was planned. She also mentioned enjoying other OBOV programs (discussion, craft).
- One person said, “When I was at the OBOV book discussion earlier this month, I realized this was the first library program I’ve been to since the pandemic. I thought, whoa! Yes, I used to do things like this, and I’ve missed it!”
- A patron who came to the social on their own was able to meet new people and was happy that we provided a great opportunity to get out of the house.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

South Branch & Community Engagement

- 1) We made some exciting upgrades to the children’s corner including front-facing picture bookshelves and a new table and chairs, both of which have been very well-received by our young patrons and their caregivers.
- 2) We celebrated Hispanic Heritage Month with a display featuring materials for all ages, and two well-attended programs:
  - a. “DIY Ofrendas” – A Mexican tradition celebrated on Día de Muertos to honor loved ones who have passed by creating an ofrenda, or altar. Patrons used a shoebox to create and decorate their own ofrenda. We printed out photos provided by the patrons along with an array of craft materials to personalize their project.
  - b. “Ceramic Calaveras” – Calaveras (skulls) are typically decorated as a part of the celebration of Día de Muertos. At our celebration, patrons received their own ready-to-paint ceramic calavera and decorated them with various paints, beads, feathers, and other craft materials.
- 3) We hosted a book discussion with local author, Gloria Chao, who writes fiction for teens and adults. We raffled off signed copies of her book, *When You Wish Upon a Lantern* to five lucky participants.
- 4) We staffed an information table at the Village’s Health & Wellness Expo for older adults. The event, planned as part of the Village’s Aging in Community Initiative, featured local organizations who provide services and resources for older adults as well as free wellness demos and screenings. This event was well-attended, and we spoke with residents not only about our resources, but also about the recent CCS migration and most expressed their excitement and overall positive feelings about the change.
- 5) We participated in the annual Trick or Treat event, hosted by the Downtown Merchants Association, and saw about 450 children and their caregivers.



Youth Services

- 1) October was a huge outreach month for Youth, with various Halloween and other fall events hosted by a variety



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

of community and school groups. We attended four events and interacted with about 3,700 people.

- 2) In support of One Book, One Village, Youth held some sleuthing programs for the children of Mount Prospect. In "Squirrelock Holmes," children worked together, solving clues from tracks, animal furs, and other puzzles to discover which animals had walked by in an Illinois forest scenario.
- 3) In October, we teamed up with the Mount Prospect Historical Society to host a StoryWalk featuring the picture book, *Are You a Monster?* We also had a giveaway of *How to Catch a Monster* back at the library, along with a Monster creation station on the floor. We had about 124 monsters created during this month which made for a fun decoration behind the desk.
- 4) We celebrated Hispanic Heritage this month in Youth with a variety of programming options. We celebrated Día de Muertos with our Creation Station skull decorating program and celebrated the accomplishments of the Incan people in our "Family Engineering" program, where we focused on bridges.
- 5) We finished our summer reading celebration at Westbrook this month. Westbrook had the highest percentage of their student body sign up for summer reading in 2024. We celebrated with a storytime and visit from Monty. We were able to visit every classroom and give each child a crown, declaring themselves the summer reading champs.



### Circulation

- 1) Circulation spent most of October adapting to the changes that CCS brought our way. The department revamped our workflow significantly, worked to troubleshoot migration issues that impacted patron barcodes, and assisted patrons in adjusting to the new system and the way it impacted their library experience. Some positive feedback we received from patrons:
  - a. "I got my hold so fast from another library!"
  - b. "I love the hold phone calls! You can just push 3 and get all of the information!"
- 2) We introduced a new category to the Library of Things kitchen collection, fancy cake pans. The rollout of the cake pans included many Halloween and fall-themed cake pans, which were an instant hit with patrons.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 3) While it will take some time to see the full impact of MPPL joining CCS, it has been interesting to experience some of the more immediate changes. The amount of material we receive from RAILS daily has increased significantly as expected. Prior to joining CCS, we would get 1-2 bins of material a day. Post-CCS, we average around 10 per day, much of it is items from other libraries to fulfill holds for MPPL patrons.

### Research

- 1) We had a record number of study room reservations (1,134) this month, higher than any month, pre- or post-pandemic. The second highest month was also this year: April had 1,114 reservations compared to the highest number of reservations pre-pandemic, 1,094 in October 2019.
- 2) Now that we are in CCS, we have seen a dramatic impact in our Interlibrary Loans (ILL). Pre-CCS, we filled on average 300 requests per month from Mount Prospect residents, and the items arrived in about 7-10 days. The number of requests for October was 79, which means that patrons are getting their items without staff assistance and in 2-3 days.
- 3) Steve Browne and Anne Shaughnessy gave a presentation for the Bolder U group at St. Mark's Lutheran Church. The group had reached out and requested an on-site overview of library services for older adults. Anne discussed traditional in-person services and Steve focused on online resources. The attendees were appreciative and gave positive feedback.

### Patron Services

- 1) Alison Horton and Megan Callaghan traveled with Jaime Lopez to the Comcast HQ in Naperville, Illinois on October 28 to see a demo of their phone system for governmental agencies. This is the first step in evaluating and comparing systems for a possible change in 2025.
- 2) Patron Services staff interacted with 5,263 patrons at the Welcome Desk during the month, and we directed many people over to Village Hall for early voting.
- 3) We began assisting Marketing by checking Communico to make sure all programs have reserved space.

### Human Resources & Learning

- 1) Number of open positions: 2. South Branch Patron Assistant (PT), Circulation Desk Assistant (PT)
- 2) Number of vacant positions filled: 1. Youth Assistant Department Head (FT)
- 3) Number of separations: 2
- 4) Staff anniversaries: none

### Building & Security

- 1) We had several annual inspections done in October, including the elevators, fire sprinkler system, building inspection by the Mount Prospect Fire Department, and the annual loss control assessment by our insurance broker, Libraries of Illinois Risk Agency (LIRA). The



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

only noted concern is that some of the fire sprinkler heads in the parking garage are showing corrosion due to weather exposure. We have already replaced about 6% and will continue the replacement of the most corroded ones.

### Technical Services

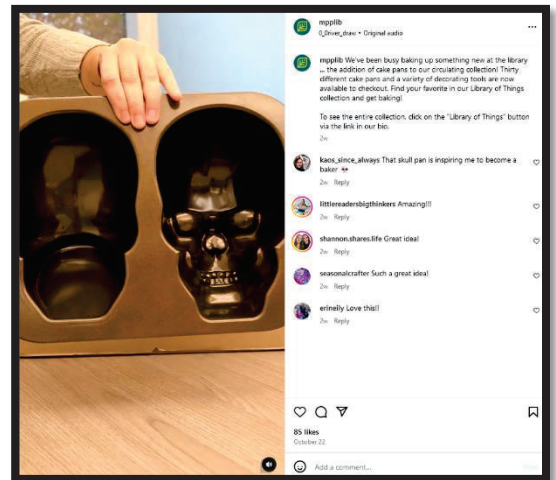
- 1) Now that we are live on our new catalog Polaris, data cleanup has begun in earnest with staff running queries to locate potential migration errors. The ability to quickly create record sets and apply bulk changes in Polaris has made addressing any errors a relatively painless process.
- 2) The Library of Things saw a new category introduced in October when Kitchen items joined the lineup. Our initial rollout featured 30 different cake pans, a mix of classic and seasonal shapes. Additional cake pans will be added to coincide with upcoming seasons and holidays along with other kitchenware such as holiday cookie cutters.

### Information Technology

- 1) We upgraded the South Branch with new computers, monitors and peripherals for public use. We also upgraded the coin tower to serve patrons better with cash transactions when printing.
- 2) As a post-migration task, we completed the update of the Library of Things items in Polaris. There were numerous instances where Horizon Bib numbers had been hardcoded and needed to be replaced with Polaris control numbers.

### Marketing

- 1) E-newsletters continue to garner a high 46% open rate in October. The highest clicks were for new catalog update information and voter resources. We also sent out Parent Caregiver, Business Finance and Career, and Elementary school teacher e-newsletters.
- 2) In October, 64 marketing and promotion projects made up of 352 tasks were completed. Some of our more memorable projects completed in October include Happy Holidays with the Library ads in the Daily Herald and MP Journal, Novel Effect promotion for Youth Services, Be an Informed Voter promotion, National Family Literacy Month, and the November/December print newsletter.
- 3) On social media, reach was slightly down on our Facebook page but up on our Instagram. Our most popular content included cake pans for the Library of Things, "Your Card Opens Doors" video, and Thanks to the Friends and Foundation posts.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

### Friends of the Mount Prospect Public Library

- 1) Library discards outside of circulating materials will be offered at book sales. Examples include office equipment, furniture, and decorations.
- 2) The new Gold Mine section of the book sale has been highly successful. With help from the Marketing department, Friends members will produce larger signage to garner more attention.
- 3) Bach to Rock, a local music school, is scheduled to perform during the November 16 Holiday Sale.

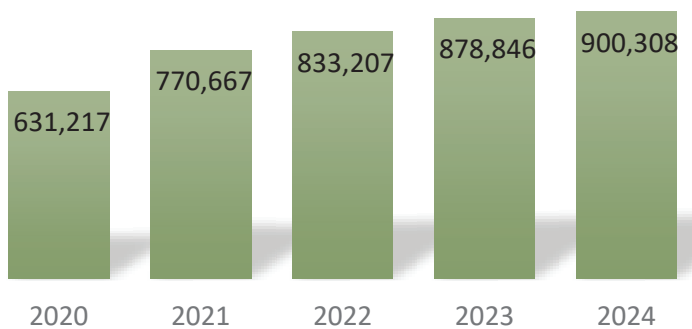
### Mount Prospect Public Library Foundation

- 1) The raffle took place from October 11-27 and raised over \$1,200. Winners were contacted and names will be posted (with permission) to the Foundation's webpage.
- 2) The end-of-year appeal letter will be sent out prior to Thanksgiving.
- 3) The board is talking to potential treasurer officer candidates.

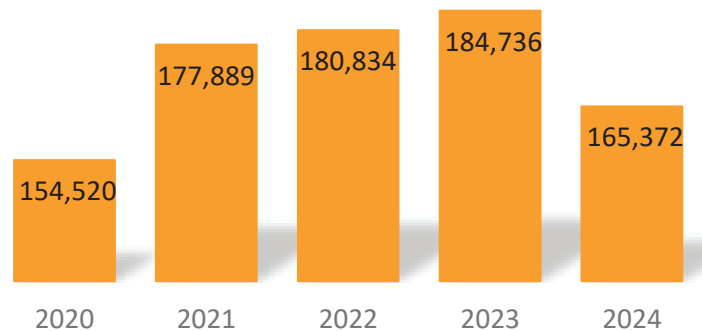
Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

October 2024 marks the first month that we are pulling circulation statistics from Polaris instead of Horizon. That means that 2024 will be a hybrid year, and not a good indication of our new baseline. Also, there are likely some differences in how Horizon counted things vs. Polaris, and we will investigate any discrepancies. We expect that by the second half of 2025 our circulation will have settled into being in a consortium and be able to provide a good indication of what to expect in future years.

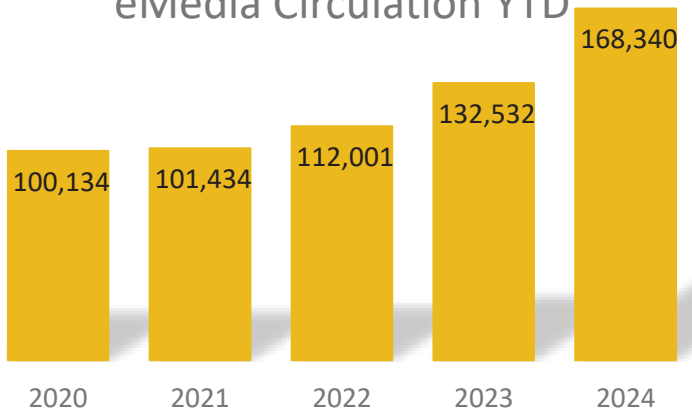
### Overall Circulation YTD



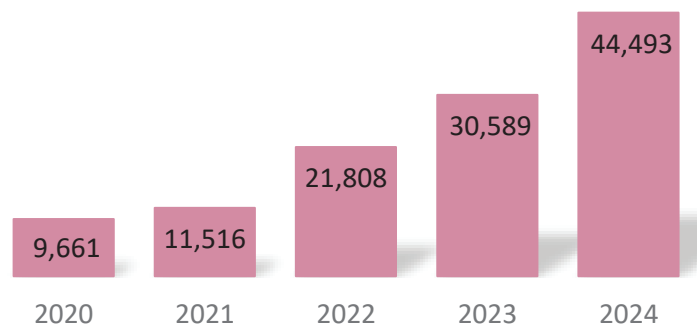
### AV Circulation YTD



### eMedia Circulation YTD

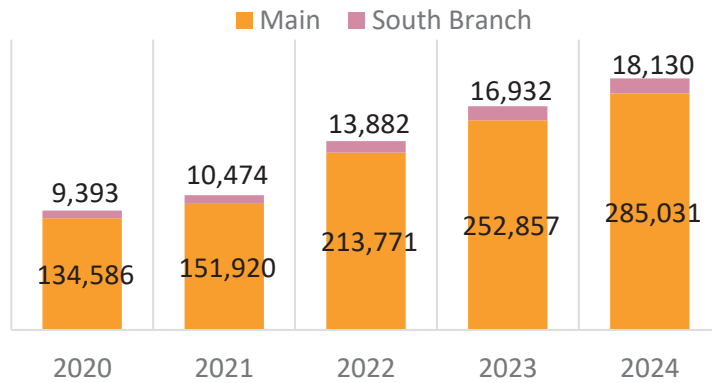


### Other (LoT) Circulation YTD

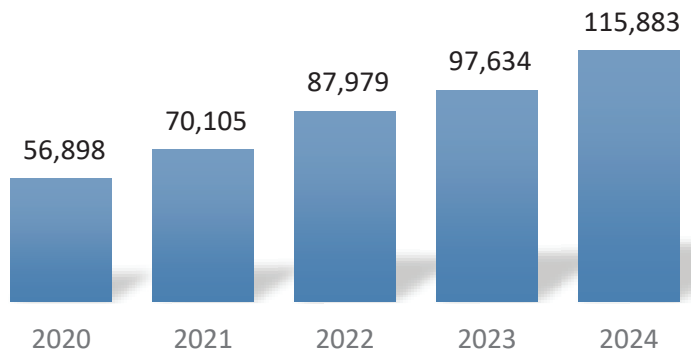


Mount Prospect Public Library  
 Monthly Library Report for Board of Trustees

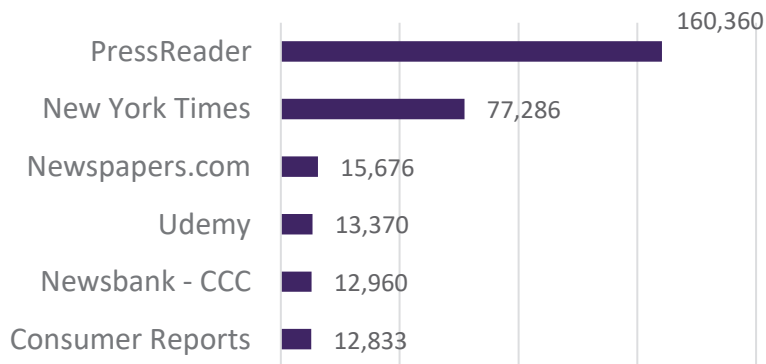
2024 Door Count - YTD



Questions Answered YTD

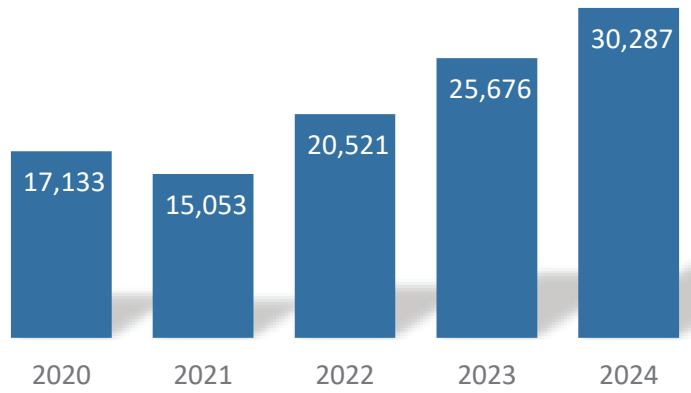


2024 YTD Top Databases

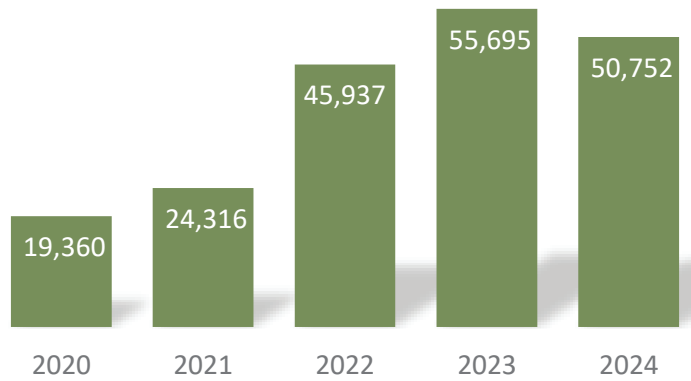


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

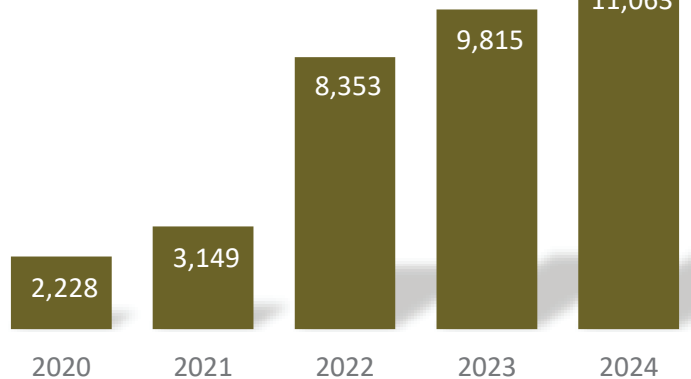
Public Computer Hours Usage YTD



Wireless Unique Users YTD

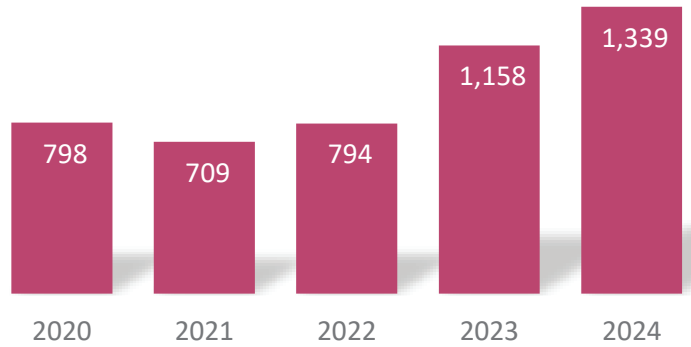


Study Room Usage YTD

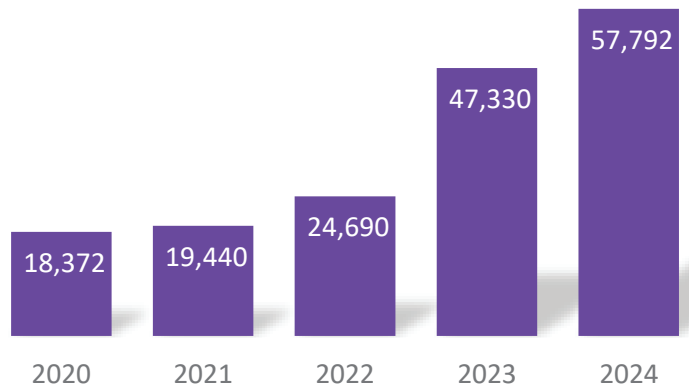


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

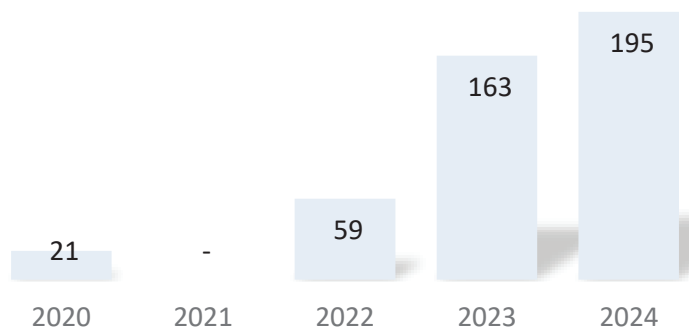
Number of Programs YTD



Program Attendance YTD



Meeting Room Usage by Public YTD



# MEMO – CLOSED MINUTES

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: November 21, 2024  
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 one set of written minutes to review; the recommendation is 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
10/3/2024	Personnel Committee	Personnel	Yes	No

### Motion Language for Written Minutes and Recordings

“I move to approve and not release the closed minutes of October 3, 2024, and 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.”