

Regular Board Meeting
February 15, 2024, 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. **Resolution of Appreciation – Mount Prospect Public Library Foundation (22)**
5. **Resolution of Appreciation – Friends of the Mount Prospect Public Library (23)**
6. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of January 18, 2024 **(4-6)**
 - b. January 2024 Bills and Financial Reports **(7-21)**
 - c. Resolution of Appreciation Mount Prospect Public Library Foundation
 - d. Resolution of Appreciation Friends of the Mount Prospect Public Library
 - e. 2024 Non-Resident Card Fee of \$480.00
 - f. 2023 Illinois Public Library Annual Report (IPLAR) **(24-48)**
7. **Approve Project A Renovation Bids and Budget, John Shales, Shales McNutt Construction (49-51)**
8. **Youth Partnerships/Outreach Presentation, Steph Wolferman, Head of Youth and Stephen Barnes, Early Childhood Outreach Librarian**
9. **Staff Engagement Survey Results, Suzanne Yazel, HR Manager (52)**
10. **Executive Director Report (3)**
 - a. January 2024 Library Activity Report **(53-61)**
 - b. CCS and Renovation Update **(62-63)**
11. **Trustee Reports and Comments**

12. Upcoming Meetings and Events Calendar

- a. February 26 – Foundation Board Meeting – Marie Bass
- b. March 7 – Committee of the Whole Meeting – recommend cancel
- c. March 21, 7:00 p.m. – Regular Board Meeting
 - i. Review closed session minutes and recordings
- d. March 25 – Foundation Board Meeting – Mary Anne Benden

13. Adjournment

Library Director Report
February 15, 2024

1. **Foundation and Friends Resolutions of Appreciation.** These are agenda items 4 and 5. Each year the Board publicly recognizes the library's partner organizations and thanks them for their continued support.
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. Each year Illinois law requires us to decide if we will participate in the state's non-resident fee program and to calculate what the cost would be for a non-resident to purchase a MPPL library card. We use the "general mathematical formula" that results in a cost of \$480.
 - b. The annual report (IPLAR) is also included in this month's consent agenda.
3. **Approve Project A Renovation Bids and Budget.** This is agenda item 7. John Shales from our construction management company, Shales McNutt Construction (SMC), will be in attendance to present the results from the public bid opening on January 30. See the memo and supporting documents in the packet for more information.
4. **Youth Partnerships/Outreach Presentation.** This is agenda item 8. This month our Head of Youth Steph Wolferman and Early Childhood Outreach Librarian Stephen Barnes will provide an overview of the library's community partnerships and outreach efforts, focused specifically on the work we do with our youngest patrons.
5. **Staff Engagement Survey Results.** This is agenda item 9. The results from our Staff Engagement Survey are in, and Suzanne Yazel, HR Manager, will give an executive summary presentation at the meeting. We had a 93% response rate (the national average is 79%). Included in the packet is a high level overview of the responses to the 10 measurement factors included in the survey, and we are very pleased to report that MPPL exceeds or meets the national norm on all of them.
6. **Bringing Back "Meet the Board."** As discussed at last month's board meeting, we are going to bring back the "Meet the Board" outreach and communication events that were discontinued during the pandemic. Each Trustee can pick a month (we'll circulate a sign-up sheet at the meeting), and then Executive Assistant Jo Broszczak will coordinate your preferred day and time. The library will set up a table with snacks and promotional materials, and you will have the opportunity to chat with passers-by and connect with community members.
7. **Library Trustee Forum Spring Workshops.** The Illinois Library Association (ILA) Trustee Forum is continuing its virtual Spring Workshop for 2024. The sessions will be held virtually on March 2, April 6, May 4, and participants can attend one, two, or all three sessions. The recordings will be available to participants.

**Regular Board Meeting
January 18, 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 7:07 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Anne Belden, Jo Broszczak, Beth Corrigan-Buchen, Malachi Kohlwey, Su Reynders, Suzanne Yazel
Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

President Bass thanked library staff and the attendees for the wonderful Joint Boards Dinner event. She congratulated the library on circulating over 1,000,000 items in 2023.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of November 16, 2023
- b. November 2023 and December 2023 Bills and Financial Reports
- c. Approve Resolution No. 2024-1 Acknowledging Payment to Mount Prospect Public Library Under Terms of the Ground Lease by the Village of Mount Prospect
- d. Approve transfer of unexpended balance of \$1,500,000 from Library Fund to Capital Reserve Fund effective prior to 12/31/2023

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

6. Community Partnerships/Outreach Presentation

Community Engagement Director Beth Corrigan-Buchen gave a presentation highlighting the library's community partnerships and outreach efforts. She detailed the library's collaboration and networking accomplishments including working together with the village, schools, and park districts providing a beneficial resource to the Mount Prospect community.

Trustees Benden and O'Sullivan gave heartfelt thanks for the library's monthly "Brave Space" program and shared how important and helpful it was for kids in their lives.

7. 2023 Year-End Financial Review

Finance Manager Malachi Kohlwey reviewed the library's financial position at the close of 2023 and answered questions. Overall, the library received 100.22% of anticipated revenue and was about 8% under budgeted expenditures prior to the year-end transfer.

8. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report, the strategic plan progress, and the CCS and Renovation monthly update and answered questions. She reported that 2023 was a banner year with many of the statistical categories at an all-time high. This included the overall total circulation which exceeded 1 million.

The public bid opening for the upcoming renovation will be held on January 30, 2024. The bid recommendations for the Master Facility Plan Project A will be brought to the Board for approval at the February 15, 2024 Regular Board meeting.

Director Reynders reported the passing of former longtime Trustee Bill Blaine on December 31. Trustee Gilligan stated that Mr. Blaine played a big part in the library referendum and was very involved with the library and the community.

9. Trustee Reports and Comments

Trustee Benden commended the great work the library is doing.

10. Upcoming Meetings and Events Calendar

- a. January 22 – Foundation Board Meeting – Kristine O'Sullivan
- b. January 24 – Dynamic Year Breakfast
- c. February 1 – Committee of the Whole Meeting – canceled
- d. February 3 – Shining Stars Gala
- e. February 15, 7:00 p.m. – Regular Board Meeting
 - i. Resolution of Appreciation for Foundation and Friends
 - ii. Approve Non-Resident Card Fee

- iii. Approve Illinois Public Library Annual Report (IPLAR)
- iv. Review results of staff engagement survey
- f. February 26 – Foundation Board Meeting – Marie Bass

Trustee Fulk reported that the Friends Book sale is being held on January 20 and 21 and that Trustees Marie Bass, Sylvia Fulk, and Kristine O’Sullivan are volunteering.

11. Adjournment

Motion was made by Trustee O’Sullivan and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 8:19 p.m. Voice vote carried.

Sylvia G. Fulk, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of January 31, 2024

Library General Fund	6,356,191.84
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,421,500.13
Debt Service Fund	0.00
Gift Fund	572,524.17
Total All Funds	14,466,262.40

Disbursements January 2024

\$ 725,003.41

Financial Summary

Fund Balances

Combined Library General & Working Cash Funds	\$	8,472,238.10
Annual Operating Budget 2024	\$	11,191,400.00
Combined Balance - Months in Reserve		9.1
Combined Balance - Percentage in Reserve		75.7%

YTD January Spending

- * We're on target with spending, and our YTD percentage expended is 7.6%
- * Last year at this time, we had expended 8.4%

Levy Collection

- * To date, 0.00% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 01/31/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Interest Income	\$33,270.91	\$0.00	\$27,118.79	\$0.00	\$0.00	\$60,389.70
Miscellaneous Fees	\$2,063.05	\$0.00	\$0.00	\$0.00	\$0.00	\$2,063.05
Friends Reimbursement	\$2,688.35	\$0.00	\$0.00	\$0.00	\$0.00	\$2,688.35
Foundation Reimbursement	\$1,185.92	\$0.00	\$0.00	\$0.00	\$0.00	\$1,185.92
Grant Income	\$73,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,800.00
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$207.89	\$207.89
Total Revenues	\$113,008.23	\$0.00	\$27,118.79	\$0.00	\$207.89	\$140,334.91
Expenses						
Salaries & Benefits	\$628,435.42	\$0.00	\$0.00	\$0.00	\$0.00	\$628,435.42
Management Expense	\$12,294.29	\$0.00	\$0.00	\$0.00	\$0.00	\$12,294.29
Operating Expense	\$35,902.78	\$0.00	\$0.00	\$0.00	\$0.00	\$35,902.78
Building Expense	\$44,741.26	\$0.00	\$144,018.50	\$0.00	\$0.00	\$188,759.76
Library Materials	\$130,225.96	\$0.00	\$0.00	\$0.00	\$0.00	\$130,225.96
Reimbursable Expense	\$1,412.74	\$0.00	\$0.00	\$0.00	\$0.00	\$1,412.74
Capital Outlay	\$0.00	\$0.00	(\$8,892.10)	\$0.00	\$0.00	(\$8,892.10)
Total Expenses	\$853,012.45	\$0.00	\$152,910.60	\$0.00	\$0.00	\$1,005,923.05
BEGINNING FUND BALANCE	\$7,096,196.06	\$2,116,046.26	\$5,547,291.94	\$0.00	\$572,316.28	\$15,331,850.54
NET SURPLUS/(DEFICIT)	(\$740,004.22)	\$0.00	(\$125,791.81)	\$0.00	\$207.89	(\$865,588.14)
ENDING FUND BALANCE	\$6,356,191.84	\$2,116,046.26	\$5,421,500.13	\$0.00	\$572,524.17	\$14,466,262.40

Mount Prospect Public Library Revenue Report

For the Period Ended 01/31/2024

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	\$0.00	\$0.00	\$10,958,000.00	\$10,958,000.00	0.00%	100.00%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$33,270.91	\$33,270.91	\$75,000.00	\$41,729.09	44.36%	55.64%
Fees	\$1,993.45	\$1,993.45	\$10,600.00	\$8,606.55	18.81%	81.19%
For Sale Items	\$69.60	\$69.60	\$20,200.00	\$20,130.40	0.34%	99.66%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Friends Reimbursement	\$2,688.35	\$2,688.35	\$0.00	(\$2,688.35)	0.00%	0.00%
Foundation Reimbursement	\$1,185.92	\$1,185.92	\$0.00	(\$1,185.92)	0.00%	0.00%
Village Reimbursement	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.00%	100.00%
Grant Income	\$73,800.00	\$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%
Total Library Fund	\$113,008.23	\$113,008.23	\$11,222,500.00	\$11,109,491.77	1.01%	98.99%
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	\$27,118.79	\$27,118.79	\$0.00	(\$27,118.79)	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%
Total Capital Projects Fund	\$27,118.79	\$27,118.79	\$0.00	(\$27,118.79)	0.00%	0.00%

Mount Prospect Public Library Revenue Report

For the Period Ended 01/31/2024

	<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>
<u>Debt Service Fund</u>						
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 Debt Service Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<u>Gift Fund</u>						
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$207.89	\$207.89	\$5,000.00	\$4,792.11	4.16%	95.84%
Donations	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$207.89	\$207.89	\$5,000.00	\$4,792.11	4.16%	95.84%

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2024

<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	\$493,498.68	\$493,498.68	\$5,931,000.00	\$5,437,501.32	8.32%	91.68%
IMRF	\$29,238.65	\$29,238.65	\$345,000.00	\$315,761.35	8.48%	91.53%
MC/FICA	\$35,198.46	\$35,198.46	\$454,000.00	\$418,801.54	7.75%	92.25%
Medical Insurance	\$69,934.31	\$69,934.31	\$820,000.00	\$750,065.69	8.53%	91.47%
Life Insurance	\$565.32	\$565.32	\$3,000.00	\$2,434.68	18.84%	81.16%
Unemployment Compensation Tax	\$0.00	\$0.00	\$23,000.00	\$23,000.00	0.00%	100.00%
Total Salaries & Benefits	\$628,435.42	\$628,435.42	\$7,576,000.00	\$6,947,564.58	8.30%	91.70%
Management Expenses						
Audit	\$0.00	\$0.00	\$5,600.00	\$5,600.00	0.00%	100.00%
Legal Fees	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%	100.00%
Printing	\$1,569.24	\$1,569.24	\$126,000.00	\$124,430.76	1.25%	98.75%
Marketing	\$1,932.75	\$1,932.75	\$74,000.00	\$72,067.25	2.61%	97.39%
Professional Dues	\$1,750.00	\$1,750.00	\$17,000.00	\$15,250.00	10.29%	89.71%
Board Development	\$50.00	\$50.00	\$2,500.00	\$2,450.00	2.00%	98.00%
Human Resources	\$6,755.58	\$6,755.58	\$172,700.00	\$165,944.42	3.91%	96.09%
Other Operating	\$236.72	\$236.72	\$38,700.00	\$38,463.28	0.61%	99.39%
Total Management Expenses	\$12,294.29	\$12,294.29	\$446,500.00	\$434,205.71	2.75%	97.25%
Operating Expenses						
Telecommunications	\$2,737.70	\$2,737.70	\$35,900.00	\$33,162.30	7.63%	92.37%
Insurance	\$0.00	\$0.00	\$116,000.00	\$116,000.00	0.00%	100.00%
Office Supplies	\$816.85	\$816.85	\$29,300.00	\$28,483.15	2.79%	97.21%
Library Supplies	\$1,219.05	\$1,219.05	\$24,700.00	\$23,480.95	4.94%	95.06%
Postage	\$610.62	\$610.62	\$31,800.00	\$31,189.38	1.92%	98.08%
Contract Services	\$9,982.99	\$9,982.99	\$142,000.00	\$132,017.01	7.03%	92.97%
Software	\$20,535.57	\$20,535.57	\$120,900.00	\$100,364.43	16.99%	83.01%
Total Operating Expenses	\$35,902.78	\$35,902.78	\$500,600.00	\$464,697.22	7.17%	92.83%
Building Expenses						

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$8,940.74	\$8,940.74	\$133,800.00	\$124,859.26	6.68%	93.32%
Hardware & System Maintenance	\$8,662.84	\$8,662.84	\$139,600.00	\$130,937.16	6.21%	93.79%
Janitorial	\$6,594.32	\$6,594.32	\$76,300.00	\$69,705.68	8.64%	91.36%
Equipment	\$16,012.27	\$16,012.27	\$199,000.00	\$182,987.73	8.05%	91.95%
Utilities	\$4,531.09	\$4,531.09	\$49,300.00	\$44,768.91	9.19%	90.81%
Total Building Expenses	\$44,741.26	\$44,741.26	\$598,000.00	\$553,258.74	7.48%	92.52%
Services and Resources						
Adult Print	\$16,456.42	\$16,456.42	\$247,600.00	\$231,143.58	6.65%	93.35%
Adult AV	\$650.17	\$650.17	\$42,600.00	\$41,949.83	1.53%	98.47%
Youth Print	\$11,174.30	\$11,174.30	\$159,700.00	\$148,525.70	7.00%	93.00%
Youth AV	\$349.17	\$349.17	\$26,200.00	\$25,850.83	1.33%	98.67%
Magazines	\$3,350.85	\$3,350.85	\$19,300.00	\$15,949.15	17.36%	82.64%
Electronic Resources	\$47,813.40	\$47,813.40	\$186,600.00	\$138,786.60	25.62%	74.38%
Digital Media	\$22,076.85	\$22,076.85	\$317,000.00	\$294,923.15	6.96%	93.04%
E-Learning	\$20,483.22	\$20,483.22	\$49,500.00	\$29,016.78	41.38%	58.62%
Library of Things	\$2,791.70	\$2,791.70	\$68,000.00	\$65,208.30	4.11%	95.89%
Microform	\$0.00	\$0.00	\$700.00	\$700.00	0.00%	100.00%
Processing Supplies	\$1,483.50	\$1,483.50	\$28,000.00	\$26,516.50	5.30%	94.70%
Programs	\$3,596.38	\$3,596.38	\$103,300.00	\$99,703.62	3.48%	96.52%
Total Services and Resources	\$130,225.96	\$130,225.96	\$1,248,500.00	\$1,118,274.04	10.43%	89.57%
Transfers						
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%	100.00%
Friends Expenses	\$1,412.74	\$1,412.74	\$10,000.00	\$8,587.26	14.13%	85.87%
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%
Total Sponsored Expenses	\$1,412.74	\$1,412.74	\$21,800.00	\$20,387.26	6.48%	93.52%

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$853,012.45	\$853,012.45	\$11,191,400.00	\$10,338,387.55	7.62%	92.38%
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%
Capital Project Fund						
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	\$144,018.50	\$144,018.50	\$0.00	(\$144,018.50)	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	\$8,892.10	\$8,892.10	\$3,000,000.00	\$2,991,107.90	0.30%	99.70%
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	\$152,910.60	\$152,910.60	\$3,000,000.00	\$2,847,089.40	5.10%	94.90%
Debt Service Fund						
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	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Debt Service	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%

Mount Prospect Public Library Expense Report

For the Period Ended 01/31/2024

<u>Gift 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>
300-6840-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%
300-7060-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7300-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$0.00	\$0.00	\$100,000.00	\$100,000.00	0.00%	100.00%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2024

Date	Source	Amount
01/01/2024	AMAZON	\$8.99
01/01/2024	AMAZON	\$8.99
01/01/2024	THE NEW YORK TIMES	\$1208.95
01/02/2024	CONSTELLATION NEW EN	\$2130.77
01/02/2024	LIBRARYWORKS INC	\$49.00
01/02/2024	AMAZON	\$30.00
01/02/2024	AMAZON	\$8.99
01/03/2024	AMAZON	\$36.63
01/03/2024	AMERICAN LIBRARY AS	\$247.00
01/03/2024	AMAZON	\$799.98
01/03/2024	AMAZON	\$26.77
01/03/2024	AMAZON	\$8.99
01/03/2024	AMAZON	\$8.99
01/03/2024	AMAZON	\$8.99
01/03/2024	AMAZON	\$8.99
01/03/2024	NETFLIX	\$15.49
01/03/2024	NETFLIX	\$15.49
01/03/2024	NETFLIX	\$15.49
01/03/2024	NETFLIX	\$15.49
01/03/2024	NETFLIX	\$15.49
01/03/2024	DISNEY	\$19.99
01/03/2024	DISNEY	\$19.99
01/03/2024	DISNEY	\$19.99
01/03/2024	APPLE.COM	\$99.00
01/04/2024	NAYAX LLC	\$0.30
01/04/2024	AMAZON	\$9.72
01/04/2024	CC-AIRFARE	\$304.20
01/04/2024	AMAZON	\$233.91
01/04/2024	WALMART	\$31.16
01/04/2024	AMAZON	\$67.95
01/04/2024	AMAZON	\$79.99
01/04/2024	AMAZON	\$192.17
01/04/2024	AMAZON	\$8.99
01/04/2024	AMAZON	\$8.99
01/04/2024	AMAZON	\$8.99
01/04/2024	DISNEY	\$19.99
01/04/2024	DISNEY	\$19.99
01/05/2024	Payroll 2024-0105	\$143082.58
01/05/2024	Payroll 2024-0105	\$52718.45

01/05/2024	AMAZON	\$12258.11
01/05/2024	BAKER & TAYLOR, INC.	\$7479.95
01/05/2024	CRIMSON MULTIMEDIA D	\$74.22
01/05/2024	EXPERT AQUARIUM SERV	\$1800.00
01/05/2024	GRAPHIC 14 INC.	\$1338.62
01/05/2024	INGRAM	\$1813.56
01/05/2024	LIBRARY IDEAS, LLC	\$43.96
01/05/2024	MIDWEST TAPE	\$92.98
01/05/2024	PLAYAWAY PRODUCTS LL	\$108.72
01/05/2024	POLONIA BOOKSTORE	\$510.02
01/05/2024	RISK PROGRAM ADMINIS	\$12091.00
01/05/2024	HOMELESS TRAINING IN	\$1399.00
01/05/2024	SMC CONSTRUCTION SER	\$455.40
01/05/2024	SMILE MAKERS	\$88.89
01/05/2024	SUZAN J. BATES	\$175.00
01/05/2024	WAREHOUSE DIRECT	\$314.81
01/05/2024	EMPLOYEE BENEFITS CO	\$1444.92
01/05/2024	AMAZON	\$12.66
01/05/2024	WALMART	\$26.14
01/05/2024	MICROSOFT	\$66.00
01/05/2024	MICROSOFT	\$6.60
01/05/2024	DISNEY	\$19.99
01/05/2024	DISNEY	\$19.99
01/05/2024	DISNEY	\$19.99
01/05/2024	DISNEY	\$19.99
01/05/2024	DISNEY	\$19.99
01/05/2024	VIX PLUS	\$59.99
01/05/2024	CHICAGO TRIBUNE	\$376.12
01/06/2024	AMAZON	\$81.82
01/06/2024	BAYSCAN TECHNOLOGIES	\$733.04
01/06/2024	NETFLIX	\$15.49
01/06/2024	NETFLIX	\$15.49
01/06/2024	NETFLIX	\$15.49
01/08/2024	AT&T ACH	\$103.19
01/08/2024	AT&T ACH	\$732.65
01/08/2024	NAYAX LLC	\$0.10
01/08/2024	NAYAX LLC	\$0.10
01/08/2024	NAYAX LLC	\$0.10
01/08/2024	USPS	\$5.17
01/08/2024	COMIX REVOLUTION	\$15.96
01/08/2024	CHAMBER CO OP INC	\$25.00
01/08/2024	AMAZON	\$70.52
01/08/2024	AMAZON	\$99.47
01/08/2024	THE POLISH BOOKSTORE	\$273.56
01/08/2024	4-IMPRINT	\$473.83

01/09/2024	USPS	\$20.91
01/09/2024	AMAZON	\$21.57
01/09/2024	AMAZON	\$35.97
01/09/2024	AMAZON	\$117.91
01/09/2024	VISTAPRINT	\$20.16
01/10/2024	SHELL OIL COMPANY	\$32.41
01/10/2024	USPS	\$4.20
01/10/2024	AMAZON	\$5.00
01/10/2024	AMAZON	\$339.87
01/10/2024	APPLE.COM	\$9.99
01/10/2024	THIS OLD HOUSE	\$20.00
01/10/2024	IL STATE HISTORICAL	\$80.00
01/10/2024	ONLINE LABELS, INC	\$154.20
01/11/2024	REPUBLIC SERVICES #5	\$310.32
01/11/2024	GUARDIAN	\$2.82
01/11/2024	AMAZON	\$8.99
01/11/2024	AMAZON	\$24.49
01/11/2024	AMAZON	\$26.08
01/11/2024	SCOUT'S LIFE	\$24.00
01/11/2024	COUNTRY LIVING	\$32.00
01/11/2024	NATIONAL PARKS CONSE	\$35.00
01/11/2024	BOOKLIST	\$184.95
01/12/2024	AMERICAN LANDSCAPING	\$783.00
01/12/2024	BAKER & TAYLOR, INC.	\$1094.50
01/12/2024	BIBLIOTHECA, LLC	\$46.71
01/12/2024	CINTAS #22	\$84.42
01/12/2024	INTERIOR TROPICAL GA	\$120.00
01/12/2024	MENARDS	\$25.78
01/12/2024	MORNINGSTAR FUNDINVE	\$10562.00
01/12/2024	OVERDRIVE, INC.	\$24213.88
01/12/2024	RAILS	\$1500.00
01/12/2024	STYLEBOOKS.COM	\$270.00
01/12/2024	THE NEW YORK TIMES	\$3016.00
01/12/2024	WEATHERCALL SERVICES	\$9.95
01/12/2024	CALLING POST COMMUNI	\$25.00
01/12/2024	CALLING POST COMMUNI	\$25.00
01/12/2024	CALLING POST COMMUNI	\$45.00
01/12/2024	AMAZON	\$49.45
01/12/2024	OFFICE DEPOT	\$88.37
01/12/2024	AMAZON	\$88.68
01/12/2024	MOBILE BEACON	\$199.00
01/12/2024	NETFLIX	\$15.49
01/12/2024	NETFLIX	\$15.49
01/12/2024	NETFLIX	\$22.99
01/12/2024	SCIENTIFIC AMERICAN	\$44.99

01/13/2024	DISNEY	\$19.99
01/14/2024	MARIANO'S	\$11.97
01/15/2024	AMAZON	\$23.88
01/15/2024	CHAMBER CO OP INC	\$25.00
01/15/2024	AMAZON	\$59.98
01/15/2024	NOVEL EFFECT, INC	\$499.00
01/15/2024	WALL STREET JOURNAL	\$59.99
01/15/2024	BRITBOX	\$71.99
01/16/2024	AMAZON	\$18.00
01/16/2024	AMAZON	\$20.96
01/16/2024	AMAZON	\$236.98
01/16/2024	AMAZON	\$19.96
01/17/2024	STAPLES BUSINESS ADV	\$10.99
01/17/2024	STAPLES BUSINESS ADV	\$73.56
01/17/2024	STAPLES BUSINESS ADV	\$97.69
01/17/2024	STAPLES BUSINESS ADV	\$58.46
01/17/2024	STAPLES BUSINESS ADV	\$85.06
01/17/2024	STAPLES BUSINESS ADV	\$59.97
01/17/2024	STAPLES BUSINESS ADV	\$54.87
01/17/2024	STAPLES BUSINESS ADV	\$56.65
01/17/2024	AMERICAN LIBRARY AS	\$134.00
01/17/2024	CUISINE AT HOME	\$45.00
01/17/2024	AQUENT LLC	\$430.00
01/17/2024	PARTY CITY	\$190.52
01/17/2024	ISTOCK PHOTO	\$70.00
01/18/2024	AFLAC	\$266.81
01/18/2024	APPLE.COM	\$9.99
01/18/2024	APPLE.COM	\$9.99
01/18/2024	AMERICAN SCIENTIST	\$30.00
01/18/2024	COSTCOCHECKS.COM	\$47.08
01/18/2024	AMAZON	\$161.89
01/18/2024	AMAZON	\$124.59
01/19/2024	Payroll 2024-0119	\$143351.95
01/19/2024	Payroll 2024-0119	\$52805.24
01/19/2024	ACCURATE EMPLOYMENT	\$85.99
01/19/2024	AMAZON	\$5236.98
01/19/2024	AT&T ACH	\$2705.84
01/19/2024	BAKER & TAYLOR, INC.	\$10701.71
01/19/2024	FLUORECYCLE, INC.	\$335.99
01/19/2024	HR SOURCE	\$4450.00
01/19/2024	ILLINOIS STATE GENE	\$40.00
01/19/2024	IMAGE SYSTEMS & BUSI	\$16498.00
01/19/2024	IMAGING ESSENTIALS	\$2534.40
01/19/2024	INGRAM	\$1279.24
01/19/2024	KALMBACH PUBLISHING	\$135.95

01/19/2024	KANOPY, INC.	\$851.00
01/19/2024	KNOWBE4, INC.	\$1186.92
01/19/2024	LIBRARIES FIRST	\$1440.00
01/19/2024	LIBRARIES OF ILLINOI	\$86585.05
01/19/2024	LIBRARY IDEAS, LLC	\$138.92
01/19/2024	MARCIA LAUTANEN-RALE	\$175.00
01/19/2024	MCCLUSKEY ENGINEERIN	\$252.00
01/19/2024	MIDWEST TAPE	\$5202.73
01/19/2024	MT. PROSPECT DOWNTOW	\$75.00
01/19/2024	OVERDRIVE, INC.	\$1054.74
01/19/2024	PLAYAWAY PRODUCTS LL	\$310.20
01/19/2024	PROSPECT ELECTRIC CO	\$3106.36
01/19/2024	SEEDLINGS BRAILLE BO	\$54.00
01/19/2024	SMILE MAKERS	\$161.82
01/19/2024	SUPERIOR INDUSTRIAL	\$168.30
01/19/2024	WAREHOUSE DIRECT	\$304.94
01/19/2024	WISCONSIN STATE GENE	\$30.00
01/19/2024	WOODCRAFT MAGAZINE	\$14.99
01/19/2024	ICMA RETIREMENT TRUS	\$6619.88
01/19/2024	EMPLOYEE BENEFITS CO	\$1444.92
01/19/2024	APPLE.COM	\$9.99
01/19/2024	CC-AIRFARE	\$227.19
01/19/2024	CHAMBER CO OP INC	\$50.00
01/19/2024	OFFICE DEPOT	\$1.75
01/19/2024	USPS	\$9.47
01/19/2024	VISTAPRINT	\$83.01
01/19/2024	IL STATE HISTORICAL	\$80.00
01/21/2024	BARNES & NOBLE	\$20.30
01/21/2024	USPS	\$12.16
01/21/2024	VISTAPRINT	\$519.99
01/21/2024	INFORMATION TODAY	\$129.95
01/22/2024	COMCAST BUSINESS	\$192.90
01/22/2024	ICMA RETIREMENT TRUS	\$6717.40
01/22/2024	AMC PLUS	\$83.88
01/22/2024	ACORN TV	\$69.99
01/22/2024	AMAZON	\$8.99
01/22/2024	AMAZON	\$99.95
01/22/2024	COSTCO	\$35.37
01/22/2024	VILLAGE OF MOUNT PRO	\$210.00
01/22/2024	HOT ROD	\$30.00
01/23/2024	AMERICAN BUTTON MACH	\$83.61
01/23/2024	BARNES & NOBLE	\$44.99
01/23/2024	CONDE NAST PUBLICATI	\$169.99
01/23/2024	USPS	\$18.62
01/23/2024	USPS	\$260.75

01/23/2024	DAILY HERALD	\$34.60
01/23/2024	KD MARKET	\$12.45
01/23/2024	PADLET SOFTWARE	\$24.00
01/23/2024	SPOTIFY	\$16.99
01/24/2024	VERIZON WIRELESS	\$391.56
01/24/2024	APPLE.COM	\$99.00
01/24/2024	USPS	\$258.40
01/24/2024	BEST BUY	\$109.99
01/24/2024	JOE DONUT MOUNT PROS	\$105.84
01/24/2024	META PLATFORMS TECHN	\$19.91
01/24/2024	META PLATFORMS TECHN	\$14.33
01/24/2024	META PLATFORMS TECHN	\$23.90
01/24/2024	PERSONAL FINANCE	\$99.00
01/24/2024	WALMART	\$6.99
01/25/2024	TARGET	\$10.79
01/25/2024	ADOBE	\$958.91
01/25/2024	AMAZON	\$181.94
01/25/2024	AMAZON	\$25.98
01/25/2024	AUDIO FILE	\$26.95
01/25/2024	BARRONS	\$29.99
01/25/2024	PUBLISHERS WEEKLY	\$199.99
01/26/2024	AMAZON	\$514.90
01/26/2024	ANDERSON LOCK CO. LT	\$330.00
01/26/2024	BAKER & TAYLOR, INC.	\$3764.94
01/26/2024	CHAMBER CO OP INC	\$440.00
01/26/2024	CRYSTAL MAINTENANCE	\$2980.00
01/26/2024	DAILY HERALD	\$386.10
01/26/2024	EDITH C. ARMSTRONG	\$800.00
01/26/2024	GALE	\$13787.37
01/26/2024	ILLINOIS LIBRARY AS	\$135.00
01/26/2024	INGRAM	\$1556.13
01/26/2024	JOHNSON CONTROLS FIR	\$1520.48
01/26/2024	JOURNAL AND TOPICS	\$1106.00
01/26/2024	MANGO LANGUAGES	\$6054.30
01/26/2024	MIDWEST TAPE	\$99.98
01/26/2024	NANCY MCCULLY	\$200.00
01/26/2024	NEWS BANK, INC.	\$10417.00
01/26/2024	OVERDRIVE, INC.	\$433.18
01/26/2024	PROQUEST INFORMATION	\$11407.17
01/26/2024	PROSPECT ELECTRIC CO	\$172.50
01/26/2024	RAILS	\$896.00
01/26/2024	SOUND INCORPORATED	\$152.00
01/26/2024	SUPERIOR INDUSTRIAL	\$394.90
01/26/2024	TECHNOLOGY MANAGEMEN	\$1067.60
01/26/2024	THOMSON REUTERS - WE	\$1588.11

01/26/2024	VILLAGE OF MOUNT PRO	\$1067.32
01/26/2024	VILLAGE OF MOUNT PRO	\$45.00
01/26/2024	WAREHOUSE DIRECT	\$548.16
01/26/2024	WEPA LIBROS LLC	\$2875.39
01/26/2024	DISCOUNT SCHOOL SUPP	\$780.97
01/26/2024	DOODLE	\$537.00
01/26/2024	DWELL	\$29.99
01/26/2024	LANDS' END	\$155.91
01/26/2024	LOWE'S	\$34.99
01/28/2024	USPS	\$16.56
01/28/2024	WALMART	\$39.27
01/28/2024	CHICAGO TRIBUNE	\$146.00
01/28/2024	S&S Worldwide	\$162.10
01/28/2024	VISTAPRINT	\$874.89
01/29/2024	APPLE.COM	\$99.00
01/29/2024	AMAZON	\$117.52
01/29/2024	AMAZON	\$2.99
01/30/2024	UNIVERSITY OF WISCON	\$448.21
01/30/2024	MOBILE BEACON	\$240.00
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	AMAZON	\$2.99
01/30/2024	MOBILE BEACON	\$240.00
01/31/2024	FRIENDS OF THE MPPL	\$143.75
01/31/2024	EMPLOYEE BENEFITS CO	\$111.26
01/31/2024	AMERICAN LIBRARY AS	\$134.00
01/31/2024	S&S Worldwide	\$24.99
01/31/2024	WIZARDPINS	\$1150.00
01/31/2024	USPS	\$4.38
01/31/2024	WALGREENS	\$48.58
01/31/2024	ZOOM	\$180.00
		<hr/>
		\$725003.41
		<hr/>

RESOLUTION 2024-2

**RESOLUTION OF APPRECIATION FOR
THE MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION**

WHEREAS, the Foundation for the Mount Prospect Public Library established an endowment in 1997 to support library programs and activities;

WHEREAS, the Foundation raises funds through various fundraising efforts including appeal campaigns and raffles to grow the endowment as well as support specific projects, programs, and activities;

WHEREAS, in 2023 they provided over \$10,700 in direct support of library events and programs such as adult programming including three concerts, the 1,000 Books Before Kindergarten early reading initiative, Summer Reading t-shirts for the public, and more;

WHEREAS, the library greatly appreciates their continued support and dedication to the library's mission;

NOW, THEREFORE BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:

Sincere appreciation of their continued dedication and support of the library is duly noted in this official meeting of the Library Board on February 15, 2024. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 15th day of February 2024.

Marie Bass
Library Board President

RESOLUTION 2024-3

**RESOLUTION OF APPRECIATION
FOR THE FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY**

WHEREAS, the Friends of the Mount Prospect Public Library make significant contributions to equipment purchases, programming, special events, and projects since the founding of the organization;

WHEREAS, in 2023 they provided over \$8,600 in support of library efforts such as the Teddy Bear Walk, a special youth Super Saturday program, employee recognition, and more;

WHEREAS, the library greatly appreciates their continued support and dedication to the library's mission;

NOW, THEREFORE BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:

Sincere appreciation of their continued dedication and support of the library is duly noted in this official meeting of the Library Board on February 15, 2024. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 15th day of February 2024.

Marie Bass
Library Board President

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2024
MOUNT PROSPECT PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30480
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	IL0360
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Mount Prospect Public Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLS 153]	10 South Emerson Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLS 154]	Mount Prospect
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	60056
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	10 South Emerson Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Mount Prospect
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	60056
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	8472535675
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8472530642
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.mpppl.org

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Susan Reynders
1.15 Title	Executive Director
1.16 Library Director's E-mail	sreynders@mppl.org

Library Information

Please provide the requested information about the library type.

1.17a	Type of library	Village
1.17b	If the library type has changed, then enter the updated answer here.	
1.18	Is the main library a combined public and school library?	No
1.19	Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a	County in which the administrative entity is located [PLSC 161]	Cook
1.21b	If the administrative entity's county has changed, then enter the updated answer here.	
1.22a	Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.22b	IF YES, indicate the reason for the boundary change	
1.23a	Population residing in tax base (Use the latest official federal census figure) [PLS 208]	56,852
1.23b	If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c	Documentation of legal population change	
1.24	If the population has changed from the prior year's answer, then indicate the reason.	
1.25a	This library is currently a member of what Illinois library system?	RAILS
1.25b	If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27	Does this library have paid staff?	Yes

1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b Total number of branch libraries [PLS 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
South Branch	SOUTH BRANCH		
MT. PROSPECT P.L.	MOUNT PROSPECT PUBLIC LIBRARY		

ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
South Branch	30480	3048001
MT. PROSPECT P.L.	30480	3048000

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
South Branch	1711 WEST ALGONQUIN ROAD		
MT. PROSPECT P.L.	10 SOUTH EMERSON STREET		

Address

Location	2.7a City [PLS 704] MOUNT PROSPECT	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705] 60056	2.8b If the outlet's zip code has changed, then enter the updated answer here.
South Branch	MOUNT PROSPECT		60056	
MT. PROSPECT P.L.	MOUNT PROSPECT		60056	

County & Phone

Location	2.9a County [PLS 707] Cook	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708] 8475904090	2.10b If the outlet's phone number has changed, then enter the updated answer here.
South Branch	Cook		8475904090	
MT. PROSPECT P.L.	Cook		8472535675	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711] 980	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
South Branch	980		
MT. PROSPECT P.L.	101,290		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713] 2,359	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714] 52	2.14 Total annual attendance/visits in the outlet 19,879
South Branch	2,359	52	19,879
MT. PROSPECT P.L.	3,645	52	300,953

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2023
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jan Peterson
3.5 Telephone Number of Person Preparing Report	847-253-5675
3.6 FAX Number	847-253-5977
3.7 E-Mail Address	janp@mppl.org

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	Mary Anne Benden
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	847-927-1847
5.9 E-mail Address	mbenden@mppl.org
5.10 Home Address	409 S I-Oka Ave
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Second member

5.5 Name	Sylvia G. Fulk
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	312-593-6385
5.9 E-mail Address	sfulk@mppl.org
5.10 Home Address	402 North MacArthur Blvd
5.11 City	Mount Prospect

5.12 State **IL**
5.13 Zip Code **60056**

Third member

5.5 Name **Marie Bass**
5.6 Trustee Position **President**
5.7 Present Term Ends (mm/year) **05/2029**
5.8 Telephone Number **708-738-1496**
5.9 E-mail Address **mbass@mppl.org**
5.10 Home Address **417 North Eastwood Ave**
5.11 City **Mount Prospect**
5.12 State **IL**
5.13 Zip Code **60056**

Fourth member

5.5 Name **Kristine O'Sullivan**
5.6 Trustee Position **Vice-President**
5.7 Present Term Ends (mm/year) **05/2027**
5.8 Telephone Number **312-307-0134**
5.9 E-mail Address **kosullivan@mppl.org**
5.10 Home Address **205 North Maple Street**
5.11 City **Mount Prospect**
5.12 State **IL**
5.13 Zip Code **60056**

Fifth member

5.5 Name **Brian Gilligan**
5.6 Trustee Position **Treasurer**
5.7 Present Term Ends (mm/year) **05/2025**
5.8 Telephone Number **847-437-4919**
5.9 E-mail Address **bgilligan@mppl.org**
5.10 Home Address **1103 Hunt Club Drive, Unit 327**
5.11 City **Mount Prospect**
5.12 State **IL**
5.13 Zip Code **60056**

Sixth member

5.5 Name **Sylvia M. Haas**
5.6 Trustee Position

5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	630-248-4276
5.9 E-mail Address	shaas@mppl.org
5.10 Home Address	115 N. Emerson Street
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Seventh member

5.5 Name	Rosemary Groenwald
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	847-989-3884
5.9 E-mail Address	rgroenwald@mppl.org
5.10 Home Address	203 N Russel Street
5.11 City	Mount Prospect
5.12 State	IL
5.13 Zip Code	60056

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

6.1	Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.1b	If so, please describe	A kit is available for in-house use with a weighted blanket, noise-canceling headphones, and fidget toy.
6.2	Total Number of Meeting Rooms	5
6.2b	Total number of times meeting room(s) used by the public during the fiscal year	202
6.3	Total Number of Study Rooms	12
6.3b	Total number of times study room(s) used by the public during the fiscal year	11,797

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1	What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$31,898,741
7.2	During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3	Purchase	\$143,335
7.4	Legacy	\$0
7.5	Gift	\$0
7.6	Other	\$0
7.7	Provide a general description of the property acquired.	Library Furnishings and Equipment

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8	Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9	IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	\$5,920,007 Capital Project Restricted, \$2,212,206 Working Cash Reserve

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$489,733
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	Accounts Payable

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$10,524,662
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$10,687,240

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$83,857
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$148,992
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$232,849

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$1,734
8.14 Other receipts intended to be used for operating expenditures	\$470,512
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$472,246
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$11,229,757
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the

district in the last previous fiscal year..., " or the insurance policy or other insurance instrument's coverage " ... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a	The library safeguards its funds using which option?	Surety Bond
8.18b	Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19	What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$6,000,000
8.20	Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21	The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLS 350]	\$5,559,185
9.2a	Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$1,514,337
9.2b	If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3	Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$7,073,522

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1	Printed Materials (books, newspapers, etc.) [PLS 353]	\$357,521
10.2	Electronic Materials (e-books, databases, etc.) [PLS 354]	\$511,456
10.3a	Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$139,068

10.3b	Please list the types of materials purchased in 10.3a	AV, Library of Things, Microform
10.4	TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$1,008,045

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1	All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$1,371,882
11.2	TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$9,453,449

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a	Local Government: Capital Income from Bond Sales	\$0
12.1b	Local Government: Other	\$0
12.1c	Total Local Government (12.1a + 12.1b) [PLS 400]	\$0
12.2	State Government [PLS 401]	\$0
12.3	Federal Government [PLS 402]	\$0
12.4	Other Capital Revenue [PLS 403]	\$281,019
12.5	If Other, please specify	Interest Income
12.6	Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	\$281,019

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

1.2.7 Total Capital Expenditures [PLSC 405]

\$843,698

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	29	\$1,005.61	1,087.50
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
Executive Director	Library Director	\$73.33	37.50
Deputy Director	Assistant Library Director	\$52.56	37.50
Technology Youth Librarian	Children\'s Services	\$30.97	37.50
Youth Services Assistant Department Head	Children\'s Services	\$32.71	37.50
Collection Specialist Librarian	Children\'s Services	\$27.64	37.50
Youth Services Department Head	Children\'s Services	\$35.90	37.50
Youth Outreach Librarian	Children\'s Services	\$27.69	37.50
Early Childhood Outreach Librarian	Children\'s Services	\$27.18	37.50
Circulation Services Department Head	Circulation	\$41.03	37.50
Fiction Librarian	Young Adult Services	\$27.64	37.50
Fiction/AV/Teen Department Head	Young Adult Services	\$47.83	37.50
Teen Services Librarian	Young Adult Services	\$29.88	37.50
Teen Services Librarian	Young Adult Services	\$27.64	37.50
Fiction/AV/Teen Assistant Department Head	Young Adult Services	\$35.38	37.50
Reference Librarian	Adult Services	\$37.68	37.50
Research Services Department Head	Adult Services	\$43.08	37.50
Research Services Assistant Department Head	Adult Services	\$32.56	37.50

Reference Librarian	Adult Services	\$37.74	37.50
Technology Librarian	Adult Services	\$28.84	37.50
CBS Assistant Department Head	Collection Development Acquisitions	\$39.29	37.50
Collection Resource Manager	Collection Development Acquisitions	\$30.95	37.50
Collection and Bibliographic Services Department Head	Collection Development Acquisitions	\$37.33	37.50
Community Engagement Director	Other Type of Librarian	\$37.87	37.50
Program Librarian	Adult Services	\$27.10	37.50
Adult Programming Librarian	Adult Services	\$27.10	37.50
Cataloging Librarian	Collection Development Acquisitions	\$26.52	37.50
Collection Development Librarian	Other Type of Librarian	\$26.38	37.50
Circulation Services Assistant Department Head	Circulation	\$29.23	37.50
Business Librarian	Adult Services	\$26.56	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	27.19
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Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary 32	32	32	874.75	13.10 Total Hours/Week
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Youth Desk Assistant	Children\'s Services	Bachelor's Degree: No library science	\$24.10	18.00
Youth Desk Assistant	Children\'s Services	Master's Degree: Not in library science	\$24.10	13.00
Youth Collection Technology Assistant	Children\'s Services	Master's Degree (non-ALA program)	\$24.10	30.00
Youth Desk Assistant	Children\'s Services	Bachelor's Degree: No library science	\$18.44	8.00
Youth Program and Outreach Associate	Children\'s Services	Bachelor's Degree: No library science	\$21.00	24.25
Circulation Supervisor	Circulation	Bachelor's Degree: No library science	\$20.77	37.50
Circulation Supervisor	Circulation	Less than a Bachelor's degree	\$20.00	37.50
Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	\$23.58	22.00
Readers Advisor	Young Adult Services	Master's Degree: Not in library science	\$21.25	22.00
Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	\$20.94	24.00
Fiction/AV/Teen Assistant	Young Adult Services	Less than a Bachelor's degree	\$18.41	22.00
Fiction/AV/Teen Assistant	Young Adult Services	Bachelor's Degree: No library science	\$17.63	22.00

Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	\$20.38	25.00
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$18.44	23.00
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$26.45	37.50
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$24.34	23.00
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$21.65	15.00
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$28.00	37.50
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$18.72	23.00
Research Assistant	Adult Services	Bachelor's Degree: No library science	\$18.00	23.00
Copy Cataloger	Collection Development Acquisitions	Bachelor's Degree: No library science	\$23.92	37.50
Copy Cataloger	Collection Development Acquisitions	Bachelor's Degree: No library science	\$27.24	37.50
Acquisitions Supervisor	Collection Development Acquisitions	Bachelor's Degree: No library science	\$26.93	37.50
South Branch Outreach Assistant	Other Type of Librarian	Master's Degree: Not in library science	\$23.38	22.00
South Branch Patron Assistant	Other Type of Librarian	Master's Degree: Not in library science	\$21.25	10.00
South Branch Youth & Family Program Coordinator	Other Type of Librarian	Bachelor's Degree: No library science	\$22.85	37.50
South Branch Patron Assistant	Other Type of Librarian	Bachelor's Degree: No library science	\$17.63	18.00
Elementary School Outreach Coordinator	Children's Services	Master's Degree: Not in library science	\$22.35	37.50
Youth Programming Librarian	Children's Services	Master's Degree: Not in library science	\$25.64	37.50
Early Childhood Librarian	Children's Services	Bachelor's Degree: No library science	\$25.64	37.50
Advisory & Programming Librarian	Young Adult Services	Bachelor's Degree: No library science	\$25.16	37.50
South Branch Assistant Manager	Other Type of Librarian	Bachelor's Degree: No library science	\$28.72	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	21.87
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	49.06

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	1,522.75
13.14 Minimum hourly rate actually paid	\$15.00
13.15 Maximum hourly rate actually paid	\$60.63
13.16 Total FTE Group C employees (13.13 / 40)	38.07

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	113.00
13.18 Minimum hourly rate actually paid	\$15.00
13.19 Maximum hourly rate actually paid	\$15.48
13.20 Total FTE Group D employees (13.17 / 40)	2.83

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	295.00
13.22 Minimum hourly rate actually paid	\$15.07
13.23 Maximum hourly rate actually paid	\$55.02
13.24 Total FTE Group E employees (13.21 / 40)	7.38
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	48.27
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	97.33

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary 1	1	1	20.00	0	0	\$34,378.50	\$5
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum	
Fiction/AV/Teen Assistant	Young Adult Services	Bachelor's Degree: No library science	20.00	10	\$34,378.50	\$5	

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary							
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)		

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13. Last Elin

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	320,832
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	519	20,840	39	11,414
Children (6-11)	346	13,894	19	2,471
Young Adults (12-18)	151	5,493	12	357
Adults (19 and older)	386	10,612	40	3,693
General Interest	17	5,173	4	495
Total	1,419	56,012	114	18,430

Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	851	33,607
Synchronous In-Person Offsite Program Sessions	355	14,003
Synchronous Virtual Program Sessions	213	8,402
Total	1,419	56,012

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	41
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	4,069

Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum? ²	No
15.39b Please describe the programming provided.	

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	28,947
16.2a Total Number of Unexpired Non-resident Cards	25
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	25
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$0.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	28,972
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18? ³	No

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLS 450]	318,399
17.2 Current Print Serial Subscriptions	274
17.3 Total Print Materials (17.1 + 17.2)	318,673
17.4 E-books Held at end of the fiscal year [PLS 451]	193,073
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	23,776
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453]	123,909
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	38,512
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455]	9,392
17.6c Other Circulating Physical Items [PLS 462]	6,652
17.6d Total Physical Items in Collection [PLS 461]	387,339

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLS 456]	77
17.8 State (state government or state library) [PLS 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLS 458]	93

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1 Number of adult materials loaned	524,662
18.2 Number of young adult materials loaned	38,708
18.3 Number of children's materials loaned [PLS 551]	490,280
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,053,650

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	644,956
18.6 Videos/DVDs- Physical	154,971
18.7 Audios (include music)- Physical	35,659
18.8 Magazines/Periodicals- Physical	6,017
18.9 Other Items- Physical [PLS 561]	47,332
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	888,935
18.11 Use of Electronic Materials [PLS 552]	164,715
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	1,053,650
18.13 Successful Retrieval of Electronic Information [PLS 554]	407,751
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	572,466
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	1,461,401
18.16 Interlibrary Loans Provided TO other libraries [PLS 575]	2,466
18.17 Interlibrary Loans Received FROM other libraries [PLS 576]	2,937

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	115,967
19.1a Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	124
----------------------------------------	-----

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	310
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	104
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	600M
21.3 What is the monthly cost of the library's internet access?	\$971
21.4 Number of Internet Computers Available for Public Use [PLS 650]	85
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	28,349
21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6 Wireless Sessions Per Year [PLS 652]	66,770
21.6a Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLS 653]	766,678 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	Category 1
22.2b If YES, what is the dollar amount that your library was awarded for the fiscal year report period?	\$5,800
22.3 If NO, why did your library NOT participate in the E-rate program?	We are part of the DoIT Consortium. ICN files on our behalf.

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$53,410
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	4,308.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

25.1 Were the secretary's records found to be complete and accurate?	Not Applicable
25.2 If NO, please list and explain any errors or discrepancies.	-1Not Applicable
25.3 First board member completing the audit	-1Not Applicable
25.4 Second board member completing the audit	-1Not Applicable
25.5 Date the Secretary's Audit was completed	-1Not Applicable

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director	Susan Reynders	02/15/2024
President	Marie Bass	02/15/2024
Secretary	Sylvia G. Fulk	02/15/2024

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 13.31 Less than one week (became vacant on 12/31/2023) (0-2024-01-29)

², 15.39a We did provide programming for children with differing abilities, like the Developmental Playgroup, but no programming specifically was created for children on the autism spectrum. (0-2024-01-29)

³, 16.6 The library board did not adopt a policy to waive the non-resident fee for persons under the age of 18, however we do waive the non-resident fee for persons under 18 who are eligible under the Cards for Kids program. (0-2024-01-29)

MEMO — BIDS APPROVAL

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: February 15, 2024
Re: Project A Bids and Budget Approval

Comments: John Shales from our construction management company, Shales McNutt Construction (SMC), will be in attendance to present the results from the public bid opening on January 30.

We are delighted to report that the bids came in approximately \$400,000 under the estimated budget. This means that the full project will be completed well under the pre-approved budget of \$3,000,000 (barring any extreme unforeseen circumstances).

We received 38 bids for the eight bid packages and had multiple bids in every area. Included in the packet is a Recommendation to Award bids from SMC that identifies the lowest responsible bidder for each bid.

Also included in the packet is the updated project budget, which includes a not-to-exceed cost for furniture. The final furniture costs will come in on Friday, February 16, 2024, and we are confident that they won't go over our budget.

Motion Language for Bids and Budget Approval

"I move to approve the bids and budget as presented for the Project A renovation."

February 5, 2024

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

Re: Mount Prospect Public Library- 2024 Interior Renovation Work

Subject: Recommendation to Award Bids

Dear Su:

Based on the bids received on January 30, 2024, we recommend awarding contracts to the following firms for the Mount Prospect Public Library 2024 Interior Renovation Work with the Acceptance of Alternate 3 which are listed below. Alternate 1 and 2 are not accepted at this time.

Bid Package	Description, Firm, and No. of Bids Received	Base Bid w/ Alt 3
06A	General Trades Work – Ostrander Construction (2 Bids)	\$280,769.00
09A	Drywall/Acoustical Ceilings Work – Ostrander Construction (3 bids)	\$148,900.00
09B	Painting Work – K and J Painting (6 bids)	\$29,780.00
09C	Flooring Work – Ostrander Construction (8 bids)	\$97,190.00
21A	Fire Protection Work – Valley Fire Protection (3 bids)	\$18,575.00
22A	Plumbing Work – Hartwig Mechanical (4 bids)	\$34,765.00
23A	HVAC Work – Dekalb Mechanical (5 Bids)	\$75,000.00
26A	Electrical Work – J Hamilton Electric (7 Bids)	<u>\$255,090.00</u>
	TOTAL	\$940,069.00

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the January 30, 2024 bid opening with base bid amounts and alternate costs are attached.

Please indicate the Library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
SMC CONSTRUCTION SERVICES

Approved:
Mount Prospect Public Library



Jason Perkunas
Project Manager

Date: _____

Cc: Dan Porte, Product Architecture
Tiffany Nash, Product Architecture
Alex Krug, Product Architecture
John Shales, SMC Construction Services
Nicole Frohling, SMC Construction Services

Mount Prospect Public Library 2024 Interior Renovation Work

Budget with 01/30/24 Bid Results including Alternate #3



2/8/2024

v6

Trade Item	Bid Results
BP-06A General Trades Work - Ostrander Construction	\$ 280,769
BP-09A Drywall and Accoustical Ceiling Work - Ostrander Construction	\$ 148,900
BP-09B Painting Work - K and J Painting	\$ 29,780
BP-09C Flooring Work - Ostrander Construction	\$ 97,190
BP-21A Fire Protection Work - Valley Fire Protection	\$ 18,575
BP-22A Plumbing Work -Hartwig Mechanical	\$ 34,765
BP-23A HVAC Work - Dekalb Mechanical	\$ 75,000
BP-26A Electrical Work - J Hamilton Electric Company	\$ 255,090
Sub-Total	\$ 940,069
A/V Allowance	\$ 30,000
Acoustic Panel Allowance	\$ 20,000
Signage Allowance	\$ 25,000
Asbestos Abatement	\$ -
Construction Testing	\$ -
Moving	\$ 20,000
Sub-Total	\$ 1,035,069
Construction Contingency	\$ 141,561
General Conditions	\$ 42,472
Supervision	\$ 127,752
O&P/Insurance (5.15%)	\$ 79,361
Sub-Total	\$ 1,426,215
Preconstruction	\$ 24,201
Design Fee	\$ 213,500
Furniture, Fixtures, Equipment Allowance	\$ 350,000
New Sorter and Self Checks	\$ 385,000
Sound Inc. Access Control Work Cost	\$ 7,136
Sound Inc. PA System Work (Allowance)	\$ 5,000
Conference Room AV	\$ 5,000
Washer/Dryer	\$ 2,000
Owner Insurance/Legal, Permits, Etc.	\$ 10,000
Project Total W/Hard Costs/Fees	\$ 2,428,052

**Mount Prospect Public Library - 2023
Employee Engagement Survey
Overview of Measurement Factors**

Measurement Factors	2023 Results	EAA National Norm*
Executive Leadership Effectiveness Employees evaluate executive leadership's reputation for integrity, fairness, openness and concern for employees.	4.23	3.69
Supervisory/Management Effectiveness Employee perceptions of their supervisor's management skills and ability to provide guidance, direction, training and above all, leadership, are appraised here.	4.32	4.01
Communication Employees freedom to express their ideas and the opportunity they have to receive timely information measure the effectiveness of top-down communication.	3.92	3.55
Compensation The equity of pay, both internal and external to the organization, is covered in this category.	3.23	3.23
Benefits Employees are asked about their satisfaction with employee benefits, and whether or not they perceive them to be competitive to benefit packages offered by other organizations.	3.87	3.64
Operational Effectiveness Employees appraise the general efficiency of operations, customer service, and overall collaboration.	4.13	3.71
Organizational Practices The reasonableness and the consistent enforcement of organizational policies are evaluated here.	4.23	3.88
Employee Development & Recognition Employees assess their contentment in terms of training, growth and learning opportunities, and recognition.	3.77	3.54
Work Life Satisfaction Employees are asked for their opinions on their work schedule, workload, and job satisfaction.	4.21	3.93
Employee Commitment Employees are asked to assess their commitment to the organization, whether they would recommend the organization to others, and if they intend to stay in the organization.	4.22	3.99
Mean	4.09	3.77

*The national norm represents a statistical database comprised of 29,760 employees from 174 organizations.

January 2024

Fiction/AV/Teen

- 1) Our first “Craft Supply Swap” was a roaring success, with high attendance (159) and an almost overwhelming amount of donated materials. We received many patron comments saying how much they appreciated the program, and many asked us to hold it again.
- 2) Patrons were excited for the launch of 2024 Book Bingo, offering a yearlong challenge for adult and teen patrons to stretch into new categories of reading. Joining it this year is 2024 Movie Bingo, which aims to encourage use of the breadth of our collection.
- 3) OverDrive usage set another record this month, driven by active cost-per-circulation management and the addition of the new All Access Comics package. January 2024 circulation represented a 47% increase over January 2023.



Circulation

- 1) 2024 got off to a strong start, with total circulation for the month at 94,131 – an 8% increase over January 2023. The largest contributor to this was media downloads, which were at an all-time high in January of 2024, totaling 18,526 checkouts.
- 2) In January, a “holiday” collection was introduced to the Youth Department. In conjunction with Youth Services and Technical Services, picture books for the major holidays were pulled, and the call numbers updated to indicate they were in the “HOLIDAY” collection. This change is still brand new, but patrons have already provided positive feedback, remarking how much easier it is to find and browse holiday titles.



South Branch & Community Engagement

- 1) We had a very successful debut of our new program, “Build and Watch,” which is a mash-up of our popular LEGO-building and Family Movie Night programs. Participants watched *The LEGO Movie*

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

while building their own LEGO creations, which we displayed in the South Branch space. This all-ages program will be held monthly.

- 2) We met with Veronica Garay from the YWCA Strong Families Prevention Initiative, which provides one on one parenting support, child development information, social connections, and resources in times of need. We shared library resources that might be useful to her clients and discussed possible areas of collaboration and cross-promotion.
- 3) We have been actively promoting the new free printing service and registering residents for library cards in order to take advantage of this new service. We issued 20 new cards this month; for comparison's sake, we issued 7 new cards in January of 2023.



Youth Services

- 1) Over winter break, we had 300 people attend our first "Pokémon Party." Kids completed challenges to win badges to become a Pokémon master.
- 2) Our annual "Preschool and Child Care Information Night" was held in January. We saw an increase in attendance, both with vendor participation and patron attendance. We had 146 people attend the event and received compliments from parents and caregivers happy that they could find information about local programs in Mount Prospect.
- 3) After we held a Cardboard Construction weekend in 2023, we decided to expand it in 2024 and rebrand it as "Build and Play Together: Cardboard Construction." 112 people over 5 days in January created cardboard projects in the program room, then the following week, we moved the completed projects out to the floor for the children to play with. Some popular items we had were a tunnel, toilet, and several robots.



Research

- 1) Desk staff have heard many positive comments from patrons regarding the new free printing



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credits loaded onto all MPPL cards. One patron was inspired to renew her card, as she had not used the library since before the pandemic.

- 2) We presented a hands-on Adobe Creative Suite InDesign training this month entitled "Recipe Treasures: Making a Digital Cookbook." The class was at capacity and patrons were excited to begin their projects.
- 3) The program with the highest attendance was "Cutting the Cord: Getting the Most out of Streaming Services" (41 attendees). This virtual program had been scheduled four to six times per year since 2019 and attendance is always at least close to 30.

Registration

- 1) We created a weekly room report in our new event calendar, Communico, to show all approved room set-ups for public and private usage. The filters show the date, space, and time in a quick snapshot, which helps staff find room information quicker.

Room	08:00 AM	08:30 AM	09:00 AM	09:30 AM	10:00 AM	10:30 AM	11:00 AM	11:30 AM	12:00 PM	12:30 PM	01:00 PM	01:30 PM	02:00 PM	02:30 PM	03:00 PM	03:30 PM	04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	
24 Adult Large Study room					Michael C	Michael C	Michael C	Michael C															
28 Adult Study room																				James S	James S	James S	James S
2C Adult Small Study Room					Myriam Daniela D	Myriam Daniela D	Myriam Daniela D	Myriam Daniela D											Khushi Ish T	Khushi Ish T	Khushi Ish T	Khushi Ish T	
2D Adult Small Study Room														Sage D	Sage D	Sage D	Sage D						
2E Adult Small Study Room														Quan C	Quan C	Quan C	Quan C						
2F Adult Study Room																							
2G Adult Study Room														Benjamin Joseph L	Benjamin Joseph L	Benjamin Joseph L	Benjamin Joseph L	Andy C	Andy C	Andy C			
2H Adult Study Room					Eleni A	Eleni A	Eleni A	Eleni A															
2I Adult Study Room																				Sherry G	Sherry G		
2J Adult - Foundation Room																							
Community Room																					Elizabeth C	Elizabeth C	
Lobby Conference Room 130																							
Meeting Room A room 154																							

- 2) Registration began adding birthdates when entering or updating library cards in preparation for the upcoming migration to CCS. Some libraries use birthdates to separate youth and adult cards and associated services.
- 3) Mary Siarkiewicz retired on January 11, after 20+ years of service.

Human Resources

- 1) Number of open positions: 3. Fiction/AV/Teen Assistant (PT), South Branch Patron Assistant (PT), Fiction Programming Librarian (FT)
- 2) Number of vacant positions filled: 1. Registration Assistant (FT)
- 3) Number of separations: 2
- 4) Staff anniversaries:
 - a. Elaine Ball, Acquisitions Assistant, 15 years
 - b. Kathleen Szafarz, Cataloging Librarian, 15 years
 - c. Rebecca Rutkowski, Collection Specialist Librarian, 5 years

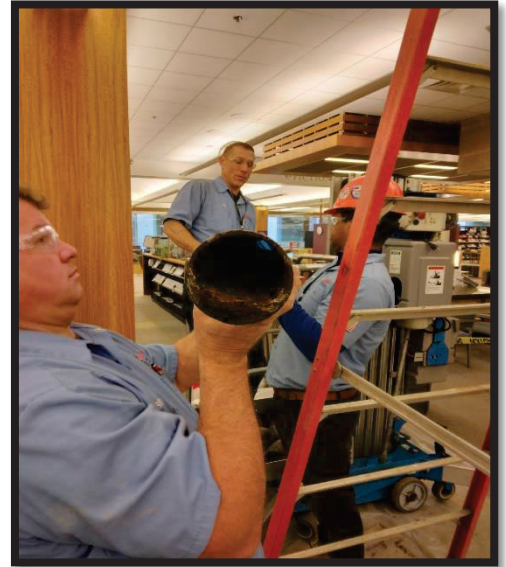
Building & Security

- 1) After a brief polar vortex in mid-January the milder temperatures returned which allowed us to continue with the replacement of exterior concrete facia and brick work. That part of the project has now been completed and the only remaining work is the

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repair/replacement of the plaster ceiling in the garage which should be completed in February if the weather cooperates.

- 2) The Main Library Interior Renovation project went out to public bid on January 9. A pre-bid meeting was held on January 17 for interested contractors to review bid documents and view the site. The bid opening was on January 30, and multiple bids were received for each bid category.
- 3) A leak was found in the second floor ceiling from cracks in the cast iron drain line coming from the mechanical penthouse. This was caused by rust and corrosion forming inside of the pipe. Upon further investigation by our plumbing contractor, it was determined that the damaged pipe was rather extensive and over 50' of the 4" cast iron pipe is needing replacement. This work will be completed in early February.

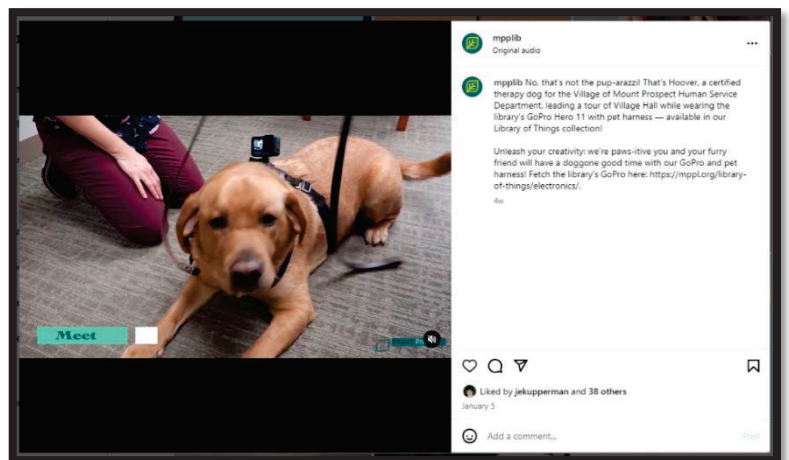


Technical Services

- 1) In January we completed reclassification work on the standalone paperback collection. This long gestating project reunited paperbacks with their hardcover counterparts in the Juvenile Fiction collection, a boon to browsers who will no longer need to check multiple collections to see if a desired title is available for checkout.
- 2) Cold weather and the desire to stay indoors inspired this month's Library of Things and Library of Things, Jr. extensions. Notable items for this month include expansion packs for the popular Settlers of Catan board game and a wide assortment of magnetic building sets for budding engineers.

Marketing

- 1) One of our top-performing social media posts was a partnership with the Village. We met up with Hoover the Therapy Dog to tour Village Hall with one of our Library of Things items, a Go-Pro pet harness! Other high-performing posts in January included Free Printing & Copying, our 2023 Staff Picks slideshow, and the still popular unboxing videos of our newest titles.



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- 2) Marketing staff played a role in launching several year-round activities including “Book Bingo,” “Movie Bingo,” and “Raise a Reader.”
- 3) Mary Kay Walsdorf retired on January 31, after 40+ years of service.

Information Technology

- 1) The \$20 resident credit for printing was configured and had a soft rollout in late December and officially went live starting on January 2, 2024.
- 2) A new staff IT Help Desk was implemented. The new system is integrated with Office 365 so tickets can be created and monitored in Teams and has a single-sign-on feature.
- 3) We enabled the ability for staff to add preferred pronouns to their Office 365 profile.

Friends of the Mount Prospect Public Library

- 1) The January 20-21 Quarterly Book Sale brought in over \$12,000 and offered a new “Goldmine” section, highlighting higher value items.
- 2) The Friends are looking forward to two upcoming sponsored library events: FanFest and the return of the LEGO Train. Both events are being promoted on the lower-level monitor with the new “Fun with the Friends” tagline.



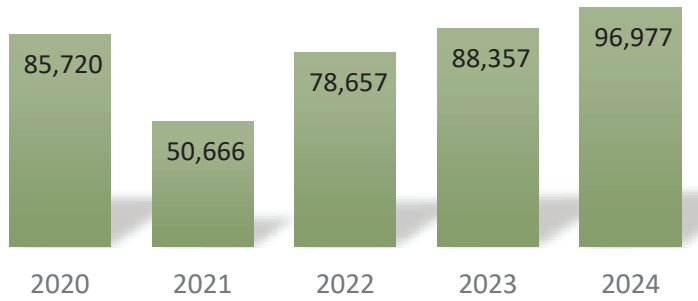
- a. FanFest: Saturday, February 24, 11:00 a.m. – 4:00 p.m.
- b. LEGO Train: Saturday, March 9 and Sunday, March 10

Mount Prospect Public Library Foundation

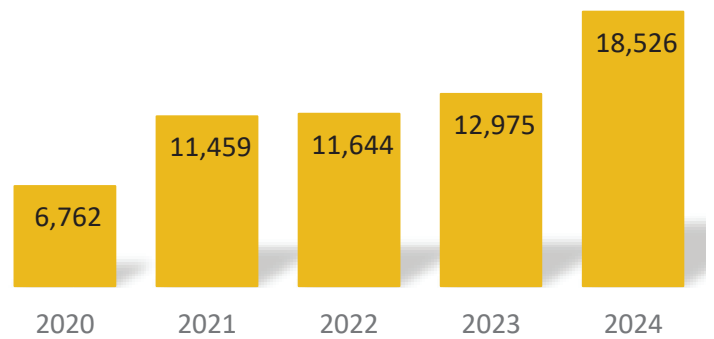
- 1) The Fundraising Committee is planning the Mini Golf Fundraiser for Saturday, March 16, 2024. Many sponsors from previous years have committed to participate again.

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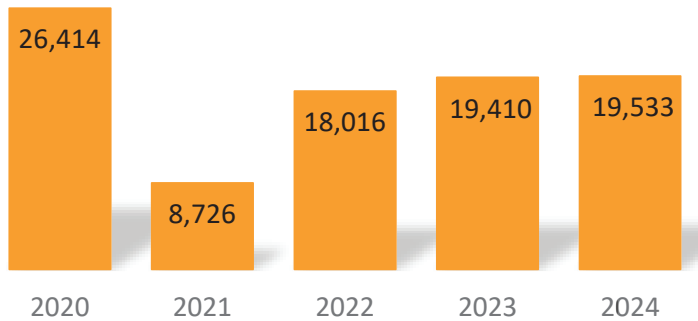
Overall Circulation YTD



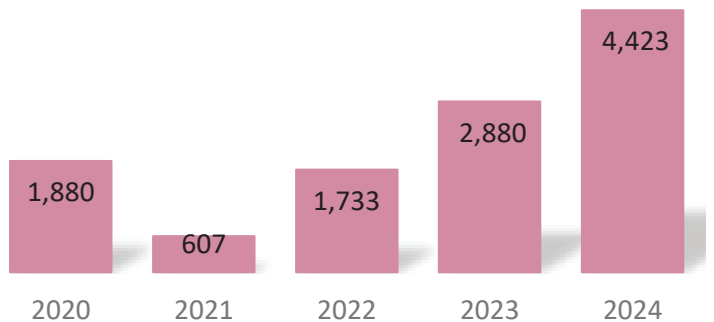
eMedia Circulation YTD



AV Circulation YTD

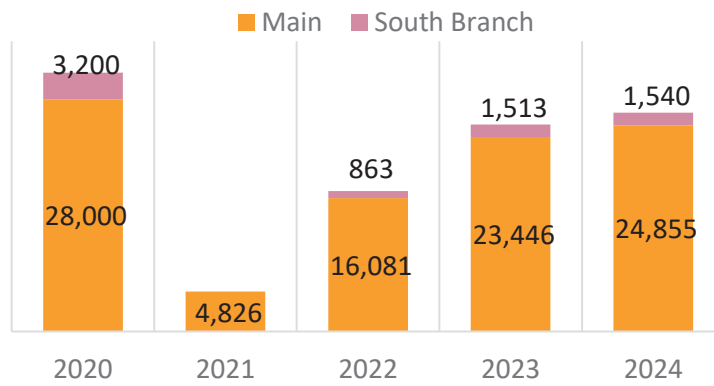


Other Circulation YTD

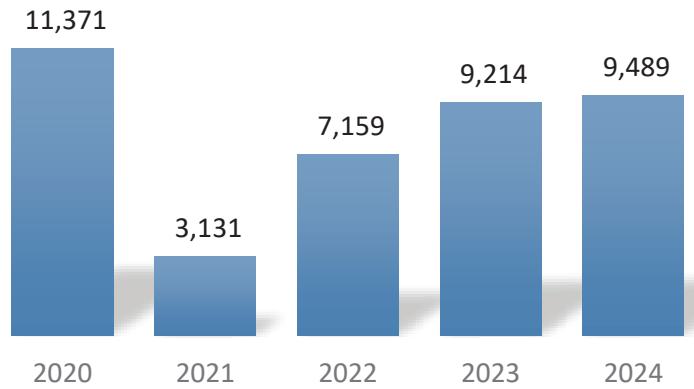


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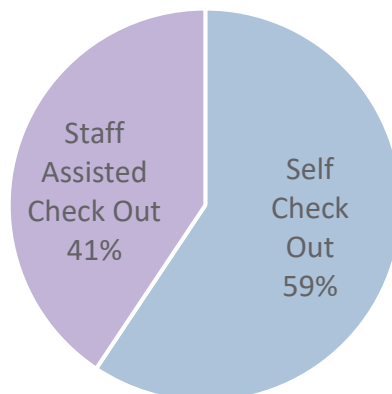
2024 Door Count - YTD



Questions Answered YTD

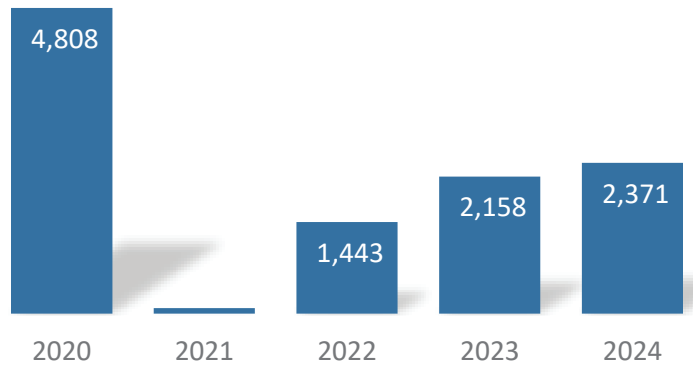


Check Out Method

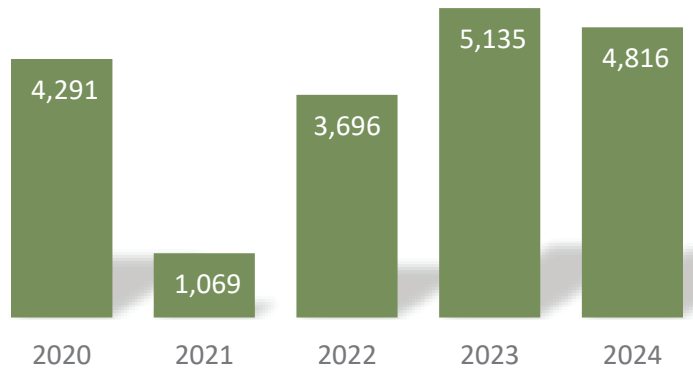


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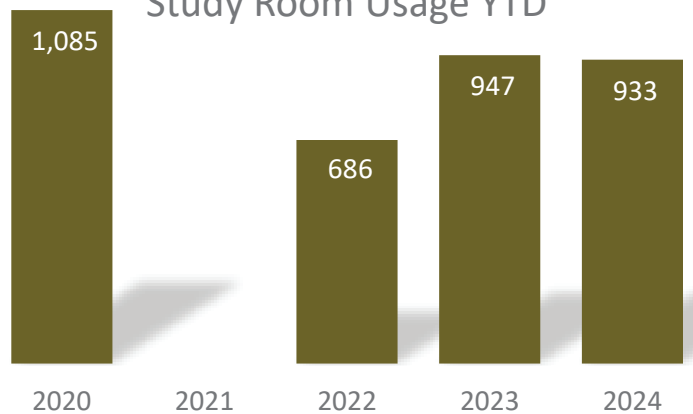
Public Computer Hours Usage YTD



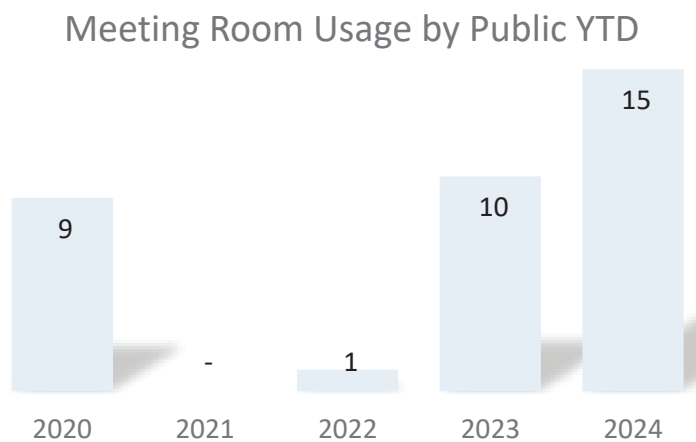
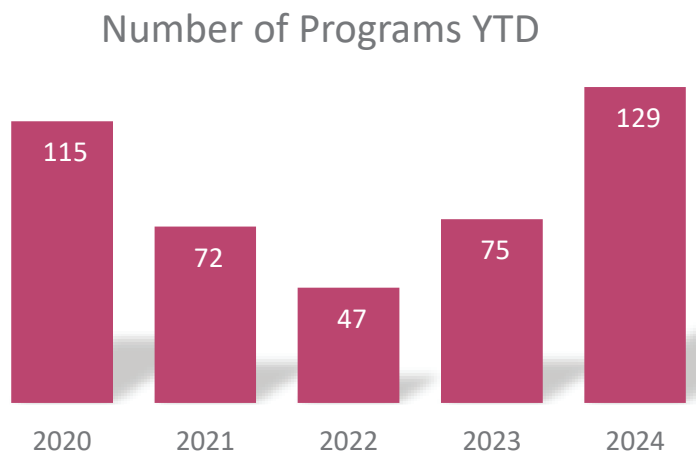
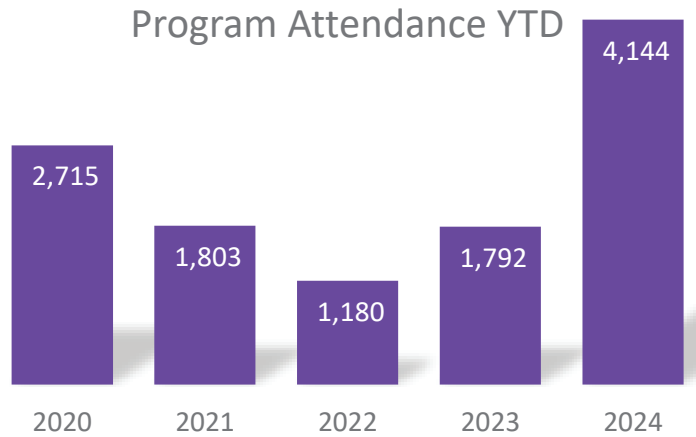
Wireless Unique Users YTD



Study Room Usage YTD



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CCS and Renovation Monthly Update

February 15, 2024

CCS Migration

CCS progress since last month:

1. CCS Management Team Orientation was held on February 1
2. Verified and submitted staff information for CCS mailing lists, help desk, and department contacts
3. Assigned staff began attending CCS Technical Group meetings
4. Attended CCS Profiling Consultation on February 8 to officially begin the Profiling project phase
5. Created internal Intranet page for staff migration updates

CCS plans for next month:

1. Verify staff L2 directory information to be used for CCS member website logins
2. Complete profiling worksheet, submitting settings and policies (loan periods, shelf locations, patron check out and hold limits, etc.) to CCS
3. Begin system administration build; CCS creates the library and branches in Polaris and populates policy tables and settings based on profiling

CCS timeline

- ~~1. November 1, 2023 – January 15, 2024 – Onboarding~~
2. February/March 2024 – Profiling, System Administration Build
3. March 25, 2024 – March 29, 2024 – Data Extract
4. April/May 2024 – Mapping
5. May 2024 – Test Data Load
6. June – September 25, 2024 – Staff Training, Data Testing, and Configuration
7. September 26, 2024 – Data Extract
8. September 27, 2024 – September 30, 2024 – Libraries Offline
9. October 1, 2024 – Go Live

Renovation

Renovation progress since last month:

1. Conduct public bid opening at 1:00 p.m. on Tuesday, January 30
2. Review bids, verify contractors, create bid approval recommendation
3. Approve bids and budget at the February 15 board meeting
4. Finalized temporary seating plans and moving timeline for the 50+ staff who will be displaced during construction
5. Posted selected available furniture/fixtures for sale/donation on RAILS list
6. Included selected available furniture in Friends book sale

Renovation plans for next month:

1. SMC issue Notice to Proceed to approved trade contractors
2. Trade contractors procure submittals (samples of items like finishes, hardware, door frames, etc.)
3. Begin moving staff into temporary locations

Renovation timeline:

- ~~1. October 2023 – Complete design phase~~
- ~~2. November 2023 – Library review/approve budget~~
- ~~3. December 2023 – Prepare bid documents~~
- ~~4. January 2024 – Go out to bid~~
- ~~5. February 15, 2024 – Board approve bids~~
6. March/April 2024 – Planning, procurement, and preparation
7. May 2024 – Start construction
8. July 2024 - Substantial completion
9. August 2024 – Final completion
10. September 2024 – Install and configure sorter
11. October 2024 – Go live with CCS

Public Communication

1. The March/April newsletter will be the first with a mention of the upcoming projects, and from now until the end of the year there will be an update in every issue.
2. A public webpage will be launched the week of 2/12 and will serve as the permanent location for the public to find information about the projects.