

Regular Board Meeting
October 17, 2024, 6:00 p.m.
Youth Program Room 119b

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of September 19, 2024 **(3-4)**
 - b. Minutes of Personnel Committee Meeting of October 3, 2024 **(5)**
 - c. September 2024 Bills and Financial Reports **(6-20)**
5. **Third Quarter Financial Review** – Malachi Kohlwey, Finance Manager
6. **2025 Regular Board Schedule of Meetings (21)**
 - a. Includes meeting time change from 7:00 p.m. to 6:00 p.m.
7. **December 19, 2024 Regular Board Meeting Cancellation**
8. **Executive Director Report (2)**
 - a. September 2024 Library Activity Report **(22-30)**
 - b. CCS and Renovation Update **(31-32)**
 - c. Review public library standards for Per Capita Grant requirements **(33-42)**
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
 - a. October 19-20 – Friends Book Sale
 - b. October 28 – Foundation Board Meeting – Rosemary Groenwald
 - c. November 5, 7:00 p.m. – Village Final Levy Reading
 - d. November 7, 6:00 p.m. – Committee of the Whole (recommend cancel)
 - e. November 16 – Friends Holiday Book Sale
 - f. November 21, 6:00 p.m. – Regular Board Meeting
 - i. Recognize significant employee and volunteer anniversaries
 - ii. Approve Per Capita Grant application
 - iii. Review of closed meeting minutes and recordings
 - g. November 25 – Foundation Board Meeting – Mary Anne Benden
 - h. December 3, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
11. **Adjournment**

Mount Prospect Public Library
Board of Trustees

**Library Director Report
October 17, 2024**

1. **Consent Agenda.** This is agenda item 4. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **Third Quarter Financial Review.** This is agenda item 5. Finance Manager Malachi Kohlwey will review the third quarter financial results.
3. **2025 Regular Board Schedule of Meetings.** This is agenda item 6. Included in the packet is a schedule of the library's regular board meetings, which we are required to post at the beginning of each year. Because we plan to change the long-standing start time of our regular meetings, we are bringing the schedule to the Board for a formal vote so that we have a paper trail of our actions.
4. **December 19, 2024 Board Meeting Cancellation.** This is agenda item 7. I recommend that the Board consider cancelling the December 19 regular board meeting. When we cancelled the December meeting in 2023, we agreed to bring a potential cancellation to the board in October to give us adequate time to plan. At this time staff do not anticipate any urgent library business that must be taken care of in December. Should an urgent situation arise, we can call a special meeting.
5. **Annual Review of Public Library Standards.** This is agenda item 8c. Included in the packet is a list of all of the standards included in "Serving Our Public 4.0: Standards for Illinois Public Libraries." Reviewing these standards annually is a requirement of the Per Capita grant application, which we will approve in November. MPPL meets all of the standards listed.
6. **April 1, 2025 Library Trustee Election.** Election season for library trustees is fast approaching. We have two trustees whose terms are up next year, Sylvia Fulk and Brian Gilligan. The election will be held on April 1, 2025, and both terms will run through April 2031 (six years).

The library has compiled our usual packet of information for candidates, and all of the documents and links are available on our website at: <https://mpl.org/about-us/board-of-trustees/>. We also have paper packets available at the Circulation desk.

7. **Save the Date.** Please save the date for the following upcoming event:
 - a. The Library, Foundation, and Friends Boards dinner has been set for Thursday, November 7 at Trezeros Kitchen & Tap restaurant in Mount Prospect at 6:00 p.m.

**Regular Board Meeting
September 19, 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 7:02 p.m. by Marie Bass, President.

2. Roll Call

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

Absent: None

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

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

President Bass suggested changing the board meeting schedule time from 7 p.m. to 6 p.m. moving forward and the board generally agreed. There will be a formal vote at the October Regular Board Meeting regarding this matter.

President Bass reminded the board of the October 3 Personnel Committee Meeting and the October 17 Regular Board Meeting both beginning at 6 p.m.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of August 15, 2024
- b. Minutes of Finance Committee Meeting of September 5, 2024
- c. August 2024 Bills and Financial Reports

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

6. Approve Resolution No. 2024-4 Certifying the 2025 Appropriation Budget and 2024 Tax Levy, 2025 Working Budget, and 2025 Salary Structure

Trustee Gilligan thanked the staff on an excellent job preparing the 2025 budget and for presenting the quarterly financial reviews.

Motion was made by Trustee Benden and seconded by Trustee Gilligan to approve Resolution No. 2024-4 Certifying the 2025 Appropriation Budget and 2024 Tax Levy, the 2025 Working Budget, and the 2025 Salary Structure as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

7. CCS Polaris PowerPac Demonstration

Deputy Director Anne Belden presented the Polaris PowerPac application, displaying the new public catalog and highlighting the accessibility to a greater number of materials through the consortium.

8. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report, the CCS and Renovation monthly update, and answered questions. She also showed a RAILS delivery video which showed a behind-the-scenes view of the delivery service to libraries.

9. Trustee Reports and Comments

Trustee Groenwald attended the August 26 Foundation Board Meeting and noted the 2024-2025 election of officers were held: Gail Bajkowski, President; Hazel Oreeluk, Vice President; and Suzie Townsend, Treasurer. She also shared that she held a successful Meet the Board event on Wednesday, September 18.

10. Upcoming Meetings and Events Calendar

- a. September 20 – Library Closed for Staff In-Service Day
- b. September 23 – Foundation Board Meeting – Kristine O'Sullivan
- c. October 3, 7:00 p.m. – Personnel Committee; Executive Director evaluation
- d. October 15, 7:00 p.m. – Village First Levy Reading
- e. October 17, 7:00 p.m. – Regular Board Meeting
 - i. Third Quarter Financial Review
 - ii. Review Per Capita Grant requirements (Standards 4.0 checklists)
- f. October 19-20 – Friends Book Sale
- g. October 28 – Foundation Board Meeting – Rosemary Groenwald

11. Adjournment

Motion was made by Trustee Haas and seconded by Trustee O'Sullivan to adjourn the Regular Board meeting at 7:56 p.m. Voice vote carried.

Rosemary Groenwald, Secretary

**Personnel Committee Meeting
October 3, 2024
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:05 p.m. by Marie Bass, President.

2. Roll Call

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

Committee Members Absent: Kristine O'Sullivan

Staff Present: None

Visitors: None

3. Public Comment

There was no public comment.

4. Adjourn to Closed Session

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

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn to closed session at 6:07 p.m. Voice vote carried.

5. Adjournment

Personnel Committee meeting was adjourned at 7:08 p.m.

Rosemary Groenwald, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of September 30, 2024

Library General Fund	9,799,918.19
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,143,862.85
Debt Service Fund	0.00
Gift Fund	572,773.94
Total All Funds	17,632,601.24

Disbursements September 2024

\$ 1,183,328.90

Financial Summary

Fund Balances

Library General Fund	\$	9,799,918.19
Annual Operating Budget 2024	\$	11,191,400.00
General Fund - Months in Reserve		10.5
General Fund - Percent in Reserve		87.6%

YTD September Spending

- * We're on target with spending, and our YTD percentage expended is 71.2%
- * Last year at this time, we had expended 67.9%

Levy Collection

- * To date, 99.72% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 09/30/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Interest Income	\$20,730.02	\$0.00	\$32,990.28	\$0.00	\$0.00	\$53,720.30
Miscellaneous Fees	\$2,106.80	\$0.00	\$0.00	\$0.00	\$0.00	\$2,106.80
Friends Reimbursement	\$1,550.54	\$0.00	\$0.00	\$0.00	\$0.00	\$1,550.54
Foundation Reimbursement	\$1,844.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,844.25
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$44.29	\$44.29
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$123.79	\$123.79
Total Revenues	\$26,231.61	\$0.00	\$32,990.28	\$0.00	\$168.08	\$59,389.97
Expenses						
Salaries & Benefits	\$581,837.35	\$0.00	\$0.00	\$0.00	\$0.00	\$581,837.35
Management Expense	\$14,972.04	\$0.00	\$0.00	\$0.00	\$0.00	\$14,972.04
Operating Expense	\$14,473.10	\$0.00	\$0.00	\$0.00	\$0.00	\$14,473.10
Building Expense	\$29,406.73	\$0.00	\$0.00	\$0.00	\$0.00	\$29,406.73
Library Materials	\$88,102.64	\$0.00	\$0.00	\$0.00	\$0.00	\$88,102.64
Reimbursable Expense	\$3,780.88	\$0.00	\$0.00	\$0.00	\$0.00	\$3,780.88
Capital Outlay	\$0.00	\$0.00	\$245,506.43	\$0.00	\$0.00	\$245,506.43
Total Expenses	\$732,572.74	\$0.00	\$245,506.43	\$0.00	\$0.00	\$978,079.17
BEGINNING FUND BALANCE	\$10,506,259.32	\$2,116,046.26	\$5,356,379.00	\$0.00	\$572,605.86	\$18,551,290.44
NET SURPLUS/(DEFICIT)	(\$706,341.13)	\$0.00	(\$212,516.15)	\$0.00	\$168.08	(\$918,689.20)
ENDING FUND BALANCE	\$9,799,918.19	\$2,116,046.26	\$5,143,862.85	\$0.00	\$572,773.94	\$17,632,601.24

Mount Prospect Public Library Revenue Report

For the Period Ended 09/30/2024

	<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>
Library Fund						
Property Taxes	\$0.00	\$10,927,301.94	\$10,958,000.00	\$30,698.06	99.72%	0.28%
Illinois Per Capita Grant	\$0.00	\$84,425.22	\$83,900.00	(\$525.22)	100.63%	(0.63%)
Interest Income	\$20,730.02	\$228,582.55	\$75,000.00	(\$153,582.55)	304.78%	(204.78%)
Fees	\$2,064.80	\$17,080.60	\$10,600.00	(\$6,480.60)	161.14%	(61.14%)
For Sale Items	\$42.00	\$489.41	\$200.00	(\$289.41)	244.71%	(144.71%)
Miscellaneous Income	\$0.00	\$15,819.12	\$0.00	(\$15,819.12)	0.00%	0.00%
Friends Reimbursement	\$1,550.54	\$29,983.72	\$10,000.00	(\$19,983.72)	299.84%	(199.84%)
Foundation Reimbursement	\$1,844.25	\$7,234.53	\$10,000.00	\$2,765.47	72.35%	27.65%
Village Reimbursement	\$0.00	\$2,169.43	\$1,800.00	(\$369.43)	120.52%	(20.52%)
Grant Income	\$0.00	\$73,800.00	\$73,000.00	(\$800.00)	101.10%	(1.10%)
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$26,231.61	\$11,386,886.52	\$11,222,500.00	(\$164,386.52)	101.46%	(1.46%)
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	\$32,990.28	\$290,438.55	\$0.00	(\$290,438.55)	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	\$32,990.28	\$290,438.55	\$0.00	(\$290,438.55)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 09/30/2024

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$44.29	\$1,078.91	\$5,000.00	\$3,921.09	\$3,921.09	21.58%	78.42%
Donations	\$123.79	\$276.38	\$0.00	(\$276.38)	(\$276.38)	0.00%	0.00%
Total Gift Fund	\$168.08	\$1,355.29	\$5,000.00	\$3,644.71	\$3,644.71	27.11%	72.89%

Mount Prospect Public Library Expense Report

For the Period Ended 09/30/2024

<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	\$480,417.74	\$4,322,511.67	\$5,931,000.00	\$1,608,488.33	72.88%	27.12%
IMRF	\$1,908.48	\$227,531.89	\$345,000.00	\$117,468.11	65.95%	34.05%
MC/FICA	\$34,009.88	\$311,387.73	\$454,000.00	\$142,612.27	68.59%	31.41%
Medical Insurance	\$65,348.90	\$592,887.58	\$820,000.00	\$227,112.42	72.30%	27.70%
Life Insurance	\$152.35	\$1,792.12	\$3,000.00	\$1,207.88	59.74%	40.26%
Unemployment Compensation Tax	\$0.00	\$5,509.68	\$23,000.00	\$17,490.32	23.96%	76.04%
Total Salaries & Benefits	\$581,837.35	\$5,461,620.67	\$7,576,000.00	\$2,114,379.33	72.09%	27.91%
Management Expenses						
Audit	\$0.00	\$6,600.00	\$5,600.00	(\$1,000.00)	117.86%	(17.86%)
Legal Fees	\$1,540.00	\$2,215.00	\$10,000.00	\$7,785.00	22.15%	77.85%
Printing	\$1,709.94	\$65,349.63	\$126,000.00	\$60,650.37	51.86%	48.14%
Marketing	\$2,794.22	\$53,420.28	\$74,000.00	\$20,579.72	72.19%	27.81%
Professional Dues	\$250.00	\$10,805.00	\$17,000.00	\$6,195.00	63.56%	36.44%
Board Development	\$0.00	\$2,263.00	\$2,500.00	\$237.00	90.52%	9.48%
Human Resources	\$10,337.71	\$121,893.15	\$172,700.00	\$50,806.85	70.58%	29.42%
Other Operating	(\$1,659.83)	\$5,824.00	\$38,700.00	\$32,876.00	15.05%	84.95%
Total Management Expenses	\$14,972.04	\$268,370.06	\$446,500.00	\$178,129.94	60.11%	39.89%
Operating Expenses						
Telecommunications	\$2,567.57	\$27,006.56	\$35,900.00	\$8,893.44	75.23%	24.77%
Insurance	\$6,000.00	\$91,960.05	\$116,000.00	\$24,039.95	79.28%	20.72%
Office Supplies	\$3,304.67	\$15,642.76	\$29,300.00	\$13,657.24	53.39%	46.61%
Library Supplies	\$733.59	\$7,268.73	\$24,700.00	\$17,431.27	29.43%	70.57%
Postage	\$191.38	\$19,550.41	\$31,800.00	\$12,249.59	61.48%	38.52%
Contract Services	\$0.00	\$28,603.30	\$142,000.00	\$113,396.70	20.14%	79.86%
Software	\$1,675.89	\$61,626.18	\$120,900.00	\$59,273.82	50.97%	49.03%
Total Operating Expenses	\$14,473.10	\$251,657.99	\$500,600.00	\$248,942.01	50.27%	49.73%

Mount Prospect Public Library Expense Report

For the Period Ended 09/30/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$11,365.56	\$134,697.68	\$133,800.00	(\$897.68)	100.67%	(0.67%)
Hardware & System Maintenance	\$5,634.92	\$99,711.25	\$139,600.00	\$39,888.75	71.43%	28.57%
Janitorial	\$6,192.03	\$52,629.74	\$76,300.00	\$23,670.26	68.98%	31.02%
Equipment	\$3,741.25	\$133,781.08	\$199,000.00	\$65,218.92	67.23%	32.77%
Utilities	\$2,472.97	\$31,909.87	\$49,300.00	\$17,390.13	64.73%	35.27%
Total Building Expenses	\$29,406.73	\$452,729.62	\$598,000.00	\$145,270.38	75.71%	24.29%
Services and Resources						
Adult Print	\$10,441.93	\$142,897.87	\$247,600.00	\$104,702.13	57.71%	42.29%
Adult AV	\$2,199.64	\$18,997.83	\$42,600.00	\$23,602.17	44.60%	55.40%
Youth Print	\$7,954.93	\$141,583.00	\$159,700.00	\$18,117.00	88.66%	11.34%
Youth AV	\$1,945.99	\$15,270.16	\$26,200.00	\$10,929.84	58.28%	41.72%
Magazines	\$1,029.73	\$19,258.38	\$19,300.00	\$41.62	99.78%	0.22%
Electronic Resources	\$9,279.75	\$150,336.34	\$186,600.00	\$36,263.66	80.57%	19.43%
Digital Media	\$41,242.83	\$245,731.33	\$317,000.00	\$71,268.67	77.52%	22.48%
E-Learning	\$0.00	\$48,430.47	\$49,500.00	\$1,069.53	97.84%	2.16%
Library of Things	\$7,759.77	\$40,293.88	\$68,000.00	\$27,706.12	59.26%	40.74%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$929.95	\$17,860.60	\$28,000.00	\$10,139.40	63.79%	36.21%
Programs	\$5,318.12	\$61,275.10	\$103,300.00	\$42,024.90	59.32%	40.68%
Total Services and Resources	\$88,102.64	\$902,587.56	\$1,248,500.00	\$345,912.44	72.29%	27.71%
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$750.00	\$5,924.16	\$10,000.00	\$4,075.84	59.24%	40.76%
Friends Expenses	\$3,030.88	\$30,238.01	\$10,000.00	(\$20,238.01)	302.38%	(202.38%)
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	\$3,780.88	\$36,162.17	\$21,800.00	(\$14,362.17)	165.88%	(65.88%)

Mount Prospect Public Library Expense Report

For the Period Ended 09/30/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$732,572.74	\$7,373,128.07	\$11,191,400.00	\$3,818,271.93	65.88%	34.12%
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	\$0.00	\$252.00	\$0.00	(\$252.00)	0.00%	0.00%
400-6805-99 Building Maintenance - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6845-99 Equipment & Furnishings - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7000-99 Capital Outlay - South Branch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-7010-99 Capital Outlay	\$245,506.43	\$2,193,615.64	\$3,000,000.00	\$806,384.36	73.12%	26.88%
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	\$245,506.43	\$2,193,867.64	\$3,000,000.00	\$806,132.36	73.13%	26.87%
Gift Fund						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99 Art	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$0.00	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 09/30/2024

Date	Source	Amount
09/01/2024	ZOOM	\$180.00
09/01/2024	USPS	\$14.74
09/01/2024	USPS	\$6.99
09/01/2024	FEDEX OFFICE PRINT	\$124.20
09/02/2024	NETFLIX	\$15.49
09/02/2024	AMAZON	\$2.99
09/02/2024	AMAZON	\$8.99
09/02/2024	AMAZON	\$8.99
09/02/2024	DISNEY	\$29.99
09/03/2024	JOHNSON CONTROLS	\$285.00
09/03/2024	ICMA RETIREMENT TRUS	\$7250.41
09/03/2024	AMAZON	\$19.71
09/03/2024	AMAZON	\$43.84
09/03/2024	AMAZON	\$8.99
09/03/2024	AMAZON	\$8.99
09/04/2024	UPRINTING	\$557.86
09/04/2024	VISTAPRINT	\$27.12
09/04/2024	MICHAELS STORES	\$20.95
09/04/2024	USPS	\$19.51
09/04/2024	NETFLIX	\$15.49
09/04/2024	NETFLIX	\$15.49
09/04/2024	NETFLIX	\$15.49
09/04/2024	NETFLIX	\$15.49
09/04/2024	NETFLIX	\$15.49
09/04/2024	AMAZON	\$8.99
09/04/2024	AMAZON	\$8.99
09/04/2024	AMAZON	\$8.99
09/04/2024	AMAZON	\$8.99
09/04/2024	FUTURE PUBLISHING	\$8.75
09/05/2024	AMAZON	\$47.45
09/05/2024	AMAZON	\$8.99
09/05/2024	AMAZON	\$8.99
09/05/2024	AMAZON	\$8.99
09/05/2024	MICROSOFT	\$6.60
09/05/2024	MICROSOFT	\$44.00
09/05/2024	4-IMPRINT	\$293.34
09/06/2024	AMERICAN LANDSCAPING	\$320.00
09/06/2024	AUTOMATIC DOORS, INC	\$1720.00

09/06/2024	BAKER & TAYLOR, INC.	\$9050.66
09/06/2024	CHILDREN'S PLUS INC.	\$19.36
09/06/2024	CLARENCE GOODMAN	\$333.00
09/06/2024	CONSTANCE L. MARTIN	\$419.80
09/06/2024	G&G CATERING TRUCK	\$150.00
09/06/2024	ILLINOIS DEPARTMENT	\$1067.60
09/06/2024	INGRAM	\$1865.75
09/06/2024	KRUEGER INTERNATIONA	\$204203.00
09/06/2024	OTTO ANZURES DADDA	\$750.00
09/06/2024	OVERDRIVE, INC.	\$272.85
09/06/2024	PLAYAWAY PRODUCTS LL	\$446.42
09/06/2024	TeleCurve, LLC	\$565.00
09/06/2024	TRU GREEN-CHEM LAWN	\$247.92
09/06/2024	W. W. GRAINGER, INC.	\$268.15
09/06/2024	AT&T	\$740.40
09/06/2024	AT&T	\$105.87
09/06/2024	Hobby Lobby	\$51.93
09/06/2024	YOTO USA	\$703.72
09/06/2024	AMAZON	\$15.98
09/06/2024	AMAZON	\$45.28
09/06/2024	AMAZON	\$230.87
09/06/2024	AMAZON	\$42.92
09/06/2024	AMERICAN BUTTON MACH	\$279.81
09/06/2024	UPRINTING	\$129.27
09/08/2024	USPS	\$20.31
09/08/2024	NETFLIX	\$15.49
09/08/2024	NETFLIX	\$15.49
09/08/2024	NETFLIX	\$15.49
09/08/2024	AMAZON	\$901.64
09/08/2024	AMAZON	\$41.77
09/08/2024	AMAZON	\$5.99
09/08/2024	KD MARKET	\$9.95
09/09/2024	NETFLIX	\$15.49
09/09/2024	AMAZON	\$2.99
09/09/2024	DISNEY	\$29.99
09/10/2024	REPUBLIC SERVICES #5	\$310.32
09/10/2024	AMAZON	\$8.99
09/10/2024	DELICIOUS BRAINS INC	\$249.00
09/10/2024	DELL MARKETING L.P.	\$3280.39
09/10/2024	AMAZON	\$20.98
09/10/2024	USPS	\$6.75
09/10/2024	VISTAPRINT	\$25.90
09/10/2024	CHICAGO TRIBUNE	\$424.00
09/10/2024	USA TODAY	\$336.18

09/11/2024	SHELL OIL COMPANY	\$31.90
09/11/2024	AMAZON	\$28.98
09/11/2024	USPS	\$21.26
09/11/2024	AMAZON	\$61.29
09/11/2024	HOME LIFE, INC	\$17.95
09/12/2024	NETFLIX	\$15.49
09/12/2024	USPS	\$12.18
09/12/2024	LANDS' END	\$67.85
09/13/2024	Payroll 2024-0913	\$149328.06
09/13/2024	Payroll 2024-0913	\$55559.74
09/13/2024	AMERICAN LANDSCAPING	\$745.00
09/13/2024	BAKER & TAYLOR, INC.	\$5040.34
09/13/2024	CHILDREN'S PLUS INC.	\$152.88
09/13/2024	COMPLETE TEMPERATURE	\$570.00
09/13/2024	DEMCO	\$1949.85
09/13/2024	EBSCO INFORMATION SE	\$6414.00
09/13/2024	GIMLET	\$348.00
09/13/2024	GRAPHIC 14 INC.	\$705.47
09/13/2024	IMAGE SYSTEMS & BUSI	\$13465.07
09/13/2024	INGRAM	\$265.51
09/13/2024	KRUEGER INTERNATIONA	\$154.00
09/13/2024	MIDWEST TAPE	\$455.90
09/13/2024	NPN360	\$18244.42
09/13/2024	OVERDRIVE, INC.	\$1772.27
09/13/2024	ROSA M ZILINSKAS	\$240.00
09/13/2024	SMC CONSTRUCTION SER	\$257086.30
09/13/2024	STAPLES BUSINESS ADV	\$203.01
09/13/2024	SUPERIOR INDUSTRIAL	\$274.15
09/13/2024	W. W. GRAINGER, INC.	\$618.09
09/13/2024	WAREHOUSE DIRECT	\$2401.82
09/13/2024	EXPERT PAY CHILD SUP	\$188.31
09/13/2024	EMPLOYEE BENEFITS CO	\$1424.15
09/13/2024	AMAZON	\$429.99
09/13/2024	PUBLISH PRESS	\$83.85
09/13/2024	PUBLISH PRESS	\$299.00
09/13/2024	AMAZON	\$16.48
09/13/2024	NETFLIX	\$15.49
09/13/2024	NETFLIX	\$15.49
09/13/2024	NETFLIX	\$15.49
09/13/2024	PROSERV BUSINESS PRO	\$468.16
09/13/2024	AMAZON	\$247.39
09/15/2024	USPS	\$4.38
09/15/2024	AQUENT LLC	\$414.00
09/15/2024	USPS	\$15.57

09/15/2024	AMAZON	\$8.99
09/15/2024	AMAZON	\$188.85
09/15/2024	DISNEY	\$29.99
09/15/2024	AMAZON	\$2.99
09/15/2024	DESIGN PICKLE LLC	\$1249.00
09/15/2024	WALMART	\$66.90
09/16/2024	ICMA RETIREMENT TRUS	\$7005.86
09/16/2024	APPLE.COM	\$9.99
09/16/2024	AMAZON	\$245.90
09/16/2024	AMAZON	\$2.99
09/16/2024	AMAZON	\$152.43
09/17/2024	AMAZON	\$15.50
09/17/2024	WALMART	\$79.84
09/17/2024	AMAZON	\$8.99
09/17/2024	AMAZON	\$8.99
09/17/2024	AMAZON	\$2.99
09/18/2024	AMAZON	\$7.43
09/18/2024	BARRONS	\$29.99
09/18/2024	USPS	\$11.54
09/18/2024	CC-GROUND TRANSPORTA	\$50.00
09/18/2024	CC-GROUND TRANSPORTA	\$50.00
09/18/2024	CREATIVE MARKET LABS	\$88.00
09/18/2024	ISTOCK PHOTO	\$70.00
09/18/2024	ONLINE LABELS, INC	\$173.43
09/18/2024	SNAPPR	\$304.11
09/19/2024	Spiral Binding LLC	\$335.00
09/19/2024	AMAZON	\$32.94
09/19/2024	AMAZON	\$32.63
09/19/2024	FACEBOOK	\$16.52
09/19/2024	USPS	\$4.43
09/19/2024	FEDEX	\$62.10
09/19/2024	VISTAPRINT	\$594.58
09/19/2024	SCHOLASTIC LIBRARY	\$594.40
09/20/2024	ACCURATE EMPLOYMENT	\$149.93
09/20/2024	AMAZON	\$5805.21
09/20/2024	AMERICAN LANDSCAPING	\$320.00
09/20/2024	BAKER & TAYLOR, INC.	\$3572.68
09/20/2024	CHARLES N. BILLINGTO	\$200.00
09/20/2024	CHILDREN'S PLUS INC	\$19.37
09/20/2024	CINTAS #22	\$245.26
09/20/2024	CRYSTAL MAINTENANCE	\$2980.00
09/20/2024	FAMBRO MANAGEMENT LL	\$280.00
09/20/2024	GLOBAL INDUSTRIAL	\$1136.74
09/20/2024	IMAGE SYSTEMS & BUSI	\$185.77

09/20/2024	IMPERIAL SERVICE SYS	\$6012.00
09/20/2024	INGRAM	\$256.45
09/20/2024	ITHAKA	\$330.00
09/20/2024	KANOPY, INC.	\$516.00
09/20/2024	KATRINA MILEY	\$417.07
09/20/2024	KRUEGER INTERNATIONA	\$3539.00
09/20/2024	LATITUDE SIGNAGE	\$7054.00
09/20/2024	Library Furniture In	\$44375.00
09/20/2024	MIDWEST TAPE	\$5860.20
09/20/2024	NERADT ACE HARDWARE	\$37.55
09/20/2024	OVERDRIVE, INC.	\$12403.65
09/20/2024	REBECCA STOELINGA	\$450.00
09/20/2024	RISK PROGRAM ADMINIS	\$6000.00
09/20/2024	SIGN TECH, INC.	\$15.00
09/20/2024	STAPLES BUSINESS ADV	\$141.84
09/20/2024	THOMSON REUTERS - WE	\$1635.75
09/20/2024	TODAY'S BUSINESS SOL	\$3420.00
09/20/2024	VARIETY VENDORS	\$101.00
09/20/2024	VILLAGE OF MOUNT PRO	\$1738.78
09/20/2024	WAREHOUSE DIRECT	\$86.22
09/20/2024	COMCAST BUSINESS	\$192.90
09/20/2024	CC-MEALS	\$16.24
09/20/2024	CC-GROUND TRANSPORTA	\$86.34
09/20/2024	CC-MEALS	\$21.60
09/20/2024	AMAZON	\$39.99
09/20/2024	AMAZON	\$55.64
09/20/2024	AMAZON	\$35.99
09/20/2024	USPS	\$12.90
09/20/2024	BLOOMSBURY PUBLISHIN	\$99.00
09/20/2024	KD MARKET	\$8.95
09/20/2024	AMAZON	\$33.98
09/20/2024	SAM'S CLUB	\$19.78
09/20/2024	DISNEY	\$29.99
09/20/2024	DISNEY	\$29.99
09/20/2024	CREATIVE MARKET LABS	\$52.00
09/22/2024	GODADDY.COM, LLC	\$23.17
09/22/2024	GODADDY.COM, LLC	\$23.17
09/22/2024	IMPERIAL SURVEILLANC	\$105.00
09/22/2024	CC-MEALS	\$33.70
09/22/2024	CC-MEALS	\$19.93
09/22/2024	CC-MEALS	\$15.00
09/22/2024	CC-MEALS	\$19.10
09/22/2024	CC-MEALS	\$30.33
09/22/2024	KATIE'S KITCHEN	\$1246.53

09/22/2024	CC-MEALS	\$21.11
09/22/2024	CC-MEALS	\$32.98
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	DISNEY	\$29.99
09/22/2024	OpenAI	\$20.00
09/22/2024	JEWEL OSCO	\$151.15
09/22/2024	WALMART	\$4.44
09/23/2024	VERIZON WIRELESS	\$471.77
09/23/2024	CC-GROUND TRANSPORTA	\$68.10
09/23/2024	CC-MEALS	\$30.87
09/23/2024	CC-MEALS	\$12.01
09/23/2024	CC-MEALS	\$30.38
09/23/2024	CC-GROUND TRANSPORTA	\$49.54
09/23/2024	CC-MEALS	\$8.59
09/23/2024	CC-AIRFARE	\$40.00
09/23/2024	AMAZON	\$8.99
09/23/2024	NETFLIX	\$15.49
09/23/2024	NETFLIX	\$15.49
09/23/2024	SPOTIFY	\$19.99
09/23/2024	WALL STREET JOURNAL	\$64.99
09/23/2024	JELLY CAFÉ	\$415.48
09/24/2024	CONSTELLATION NEW EN	\$734.19
09/24/2024	Ventra	\$180.00
09/24/2024	TARGET	\$140.00
09/24/2024	4-IMPRINT	\$329.26
09/24/2024	CC-LODGING	\$760.47
09/24/2024	CC-MEALS	\$29.57
09/24/2024	CC-LODGING	\$760.47
09/24/2024	CC-MEALS	\$22.39
09/24/2024	JEWEL OSCO	\$22.25
09/24/2024	USPS	\$10.14
09/24/2024	ABE BOOKS.COM	\$36.72
09/25/2024	PANERA BREAD	\$53.11
09/25/2024	USPS	\$5.15
09/25/2024	AMAZON	\$29.98

09/25/2024	GREY HOUSE PUBLISHIN	\$292.50
09/26/2024	MISS LIZ'S BARTENDIN	\$200.00
09/26/2024	LANDS' END	\$178.65
09/26/2024	JEWEL OSCO	\$10.99
09/26/2024	USPS	\$4.43
09/26/2024	USPS	\$21.10
09/26/2024	FUN EXPRESS	\$157.52
09/27/2024	Payroll 2024-0927	\$155605.00
09/27/2024	Payroll 2024-0927	\$57952.00
09/27/2024	AMERICAN NATIONAL SK	\$869.00
09/27/2024	BAKER & TAYLOR, INC.	\$3231.21
09/27/2024	CDW GOVERNMENT, INC.	\$402.10
09/27/2024	CONSUMERS' CHECKBOOK	\$900.00
09/27/2024	HALLETT & SONS EXPER	\$21568.29
09/27/2024	ILLINOIS DEPARTMENT	\$1067.60
09/27/2024	INGRAM	\$394.05
09/27/2024	KAWAMOTO INC	\$345.00
09/27/2024	MATTHEW BENDER & CO.	\$269.10
09/27/2024	MIDWEST TAPE	\$82.98
09/27/2024	MURPHY SECURITY SOLU	\$4895.00
09/27/2024	OVERDRIVE, INC.	\$817.95
09/27/2024	PRODUCT LLC	\$14000.00
09/27/2024	SOUND INCORPORATED	\$9088.40
09/27/2024	STEVE SZABADOS	\$175.00
09/27/2024	SUPERIOR INDUSTRIAL	\$475.45
09/27/2024	TRANE U.S. INC.	\$7900.00
09/27/2024	ULINE	\$1178.00
09/27/2024	EXPERT PAY CHILD SUP	\$188.31
09/27/2024	EMPLOYEE BENEFITS CO	\$1424.15
09/27/2024	4ALLPROMOS	\$144.75
09/27/2024	AMAZON	\$57.86
09/27/2024	JEWEL OSCO	\$22.48
09/27/2024	JEWEL OSCO	\$36.00
09/27/2024	4-IMPRINT	\$4695.42
09/29/2024	ORIENTAL TRADING	\$101.97
09/29/2024	ZOHO Corporation	\$250.00
09/29/2024	AMAZON	\$103.72
09/29/2024	PIONEER WOMAN MAGAZI	\$29.97
09/30/2024	Cash On Hand Transfer	\$0.35
09/30/2024	FRIENDS OF THE MPPL	\$100.00
09/30/2024	ICMA RETIREMENT TRUS	\$7111.88
09/30/2024	EMPLOYEE BENEFITS CO	\$106.39
09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99

09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99
09/30/2024	AMAZON	\$2.99
		<u>\$1183328.90</u>

Mount Prospect Public Library 2025 Board Meeting Schedule

Meetings are held at the Mount Prospect Public Library at 10 S. Emerson Street.

Regular Board Meetings, Third Thursday, 6:00 p.m.

- January 16
- February 20
- March 20
- April 17
- May 15
- June 19
- July 17
- August 21
- September 18
- October 16
- November 20
- December 18

Committee of the Whole Meetings, First Thursday, 6:00 p.m.

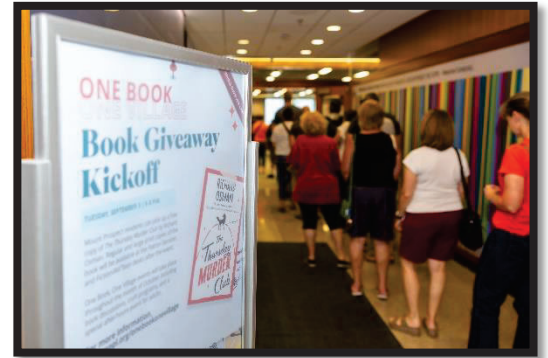
COW meeting placeholders are set for the first Thursday of the month but are often cancelled. Typically, the September COW is used for the Finance Committee and the October COW is used for the Personnel Committee.

- January 2
- February 6
- March 6
- April 3
- May 1
- June 5
- July 3
- August 7
- September 4
- October 2
- November 6
- December 4

September 2024

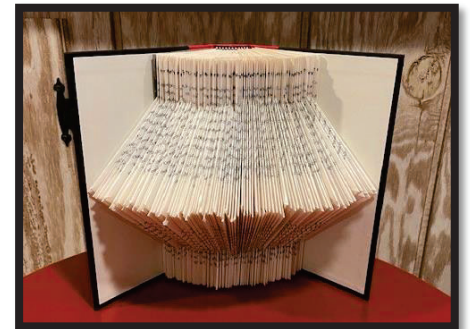
Fiction/AV/Teen

- 1) The One Book, One Village Giveaway event kicked off this year's OBOV successfully; 436 patrons came for copies of *The Thursday Murder Club* on the first day that books were available. The positive energy and buzz were evident as folks waiting in line chatted with each other about their excitement for OBOV.
- 2) The Tiny Art kits distributed in August were completed by patrons and displayed as the Tiny Art Show.
- 3) "The Art of Book Folding" craft program garnered an enthusiastic adult audience.



South Branch & Community Engagement

- 1) One of our regular patrons brought her 9-week-old son in for his first visit to the library. She was very excited and asked for a picture of him with staff of his inaugural visit. We hope it is the first of many!
- 2) We started a new Tinker Days program with District 214's Newcomer Center in collaboration with the Arlington Heights Memorial Library. Each month, we will bring fun and interactive activities for the high school students. This month, we brought the always popular button-maker and interacted with about 50 students.
- 3) We provided sensory activities and a large coloring sheet for participants at the Downtown Merchants Association's Fall Fest.
- 4) We hosted a "Little Pirates Paint Party" where kids painted their own wooden pirate ship cut-out that doubles as a windchime. Patrons also had the chance to stuff goodie bags with pirate-related toys and collectibles.



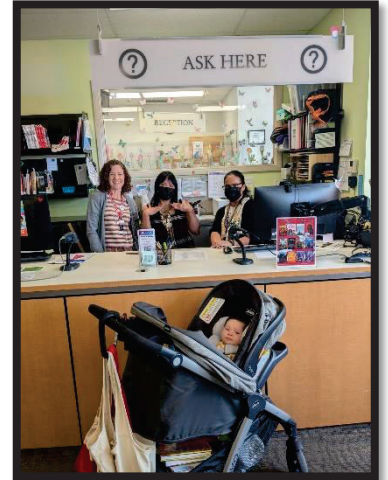
Youth Services

- 1) In September, we changed our storytime offerings from registration to drop-in and added morning sessions of "Family Storytime." 883 people attended the 32 storytime sessions held in September.
- 2) September featured a lot of eye-catching displays, including Hispanic Heritage Month and Storytime Staff Picks.



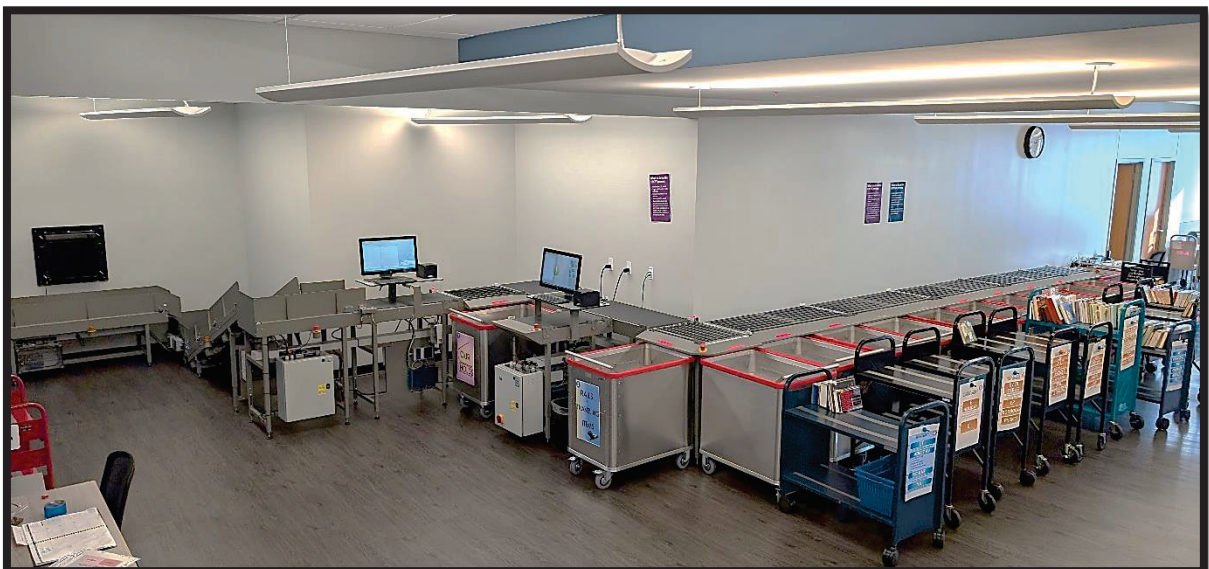
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) For the new school year, we added a junior version of our popular program, "Animal Investigators," for younger elementary students. In "Animal Investigators," children get to learn about a new animal in each session through hands-on activities and books.



Circulation

- 1) We continued to transition into the new workroom and expanded lobby space in September. Having the Library of Things board games and puzzles out on the open shelving in the new lobby space has proven very popular with patrons and has resulted in increased circulation of the board games collection in particular.
- 2) Our new 13-bin Automated Materials Handler (aka "sorter" aka "Medusa") arrived mid-September. This new equipment will have a big impact on our workflow, and it was nice to have some time to test it out and troubleshoot some initial bugs before we officially went live with CCS.
- 3) We took over responsibility for Library Card Registration mid-month and the Patron Services department helped deliver a smooth and successful transition.
- 4) We took advantage of our pre-CCS-migration downtime to get organized and prepare for going live in the new system. We also used the downtime to complete a large shift in the Youth Non-Fiction section, a project that was long overdue and will help make it easier for our young patrons to navigate that area of the library and find what they need.
- 5) One of our staff had a heartwarming story to share from an interaction at the desk: "We had a blind woman come in and pick up a 3D print she had requested of her guide dog that had recently died. She was feeling the ears and the nose and the tail and said that the print was identical to the proportions of the dog that she lost. It was very emotional for her, but I thought it was so beautiful that the library could provide that service."



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

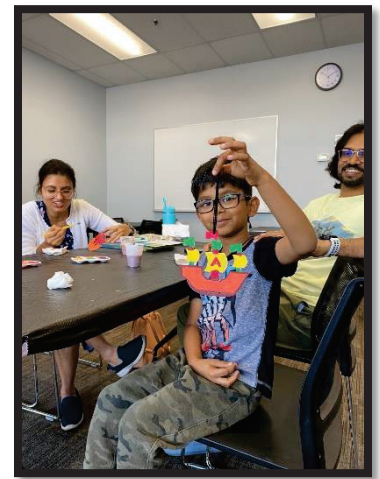
Research

- 1) We welcomed SCORE volunteers back to the library to offer in-person business mentoring services. In pre-pandemic times, SCORE mentors met with patrons by appointment in the library, but their services have been virtual-only since 2020. Starting in September, local small business owners and entrepreneurs can register for a one-hour, one-on-one appointment with an experienced business mentor to discuss business planning and strategy.
- 2) The highest attended program (27 in-person) this month was “The 1963 Chicago Bears – George Halas and the Road to the NFL Championship.”
- 3) “The Once and Future Moon” virtual program had 25 attendees, and the YouTube recording had over 1,100 views after being posted for two weeks – one of the most popular Research program recordings to date.



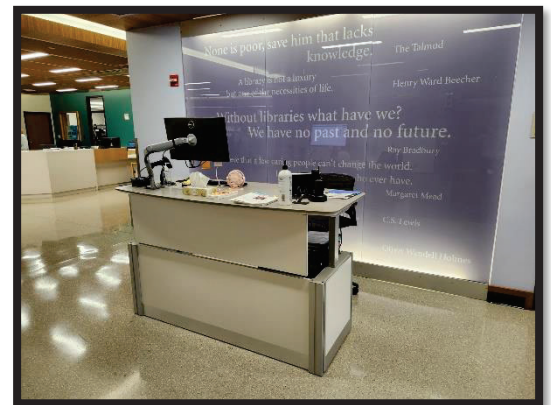
Patron Services

- 1) We worked with Circulation this month to transfer all library card duties, which will still be available to patrons at the Circulation desk.
- 2) We held two department orientations on September 17 and 25. It was fun to do, because we were in transition, so we could explain both old and new duties.
- 3) We moved to our new Welcome Desk on September 17 and have begun to track our “welcome” statistics when we greet patrons coming in. Some of the most common interactions we have are:
 - a. Directional assistance, especially with Youth programs and where the computers are.
 - b. Navigating the new lobby space, including the fact that the book drop is open again.
 - c. Organic personal connections, where someone stops to chat for a few minutes, which often leads to us sharing information about library services the patron didn't know about.



Human Resources & Learning

- 1) Number of open positions: 0
- 2) Number of vacant positions filled: 1. South Branch Patron Assistant (PT)
- 3) Number of separations: 3



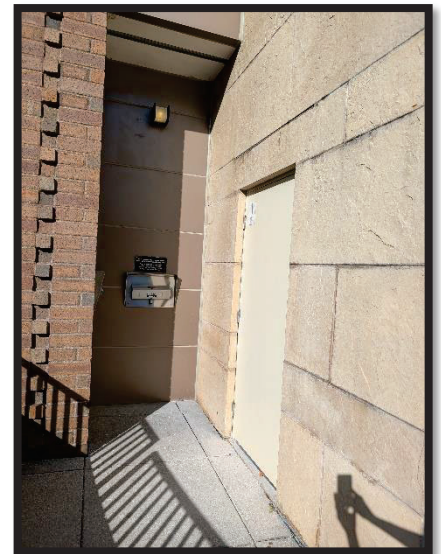
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) Staff anniversaries:
 - a. Lauren Soroka, Circulation Desk Assistant, 5 years
- 5) Ten teams of staff from both public service and back-office departments worked through a series of questions to perfect their newly acquired Polaris skills at the Staff In-Service Day on September 20. We also hosted CCS staff who led six Mini Cram sessions, where we listened to presentations and asked questions to confirm new procedures and processes. Having a day dedicated to the new Polaris system training and the ability to ask the experts questions provided an extra solid base for staff for when we go live.



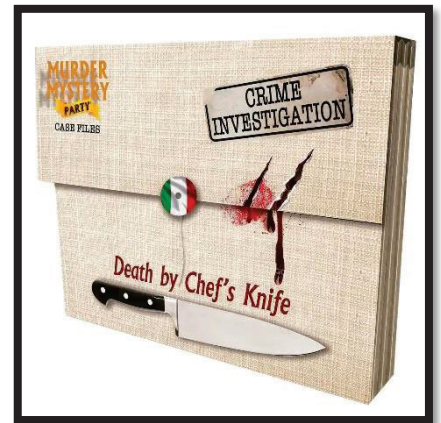
Building & Security

- 1) Now that the Project A renovation has been completed and staff have relocated into the new areas, the spaces used for temporary workrooms during the project have been returned to regular use except for Meeting Room B, which will be ready in early October.
- 2) During a recent fire drill, we found that the fire exit door to the left of the front entrance near the walk-up book return was significantly corroded. This doorway is only used as an emergency exit, so the damage had not previously been seen. We replaced the door in September.



Technical Services

- 1) To tie-in with this year's One Book, One Village program we processed new murder mystery board games that were added to the Library of Things collection. Budding amateur sleuths can now test their detecting skills in games such as *Death by Chef's Knife* or *Mile-High Murder*.



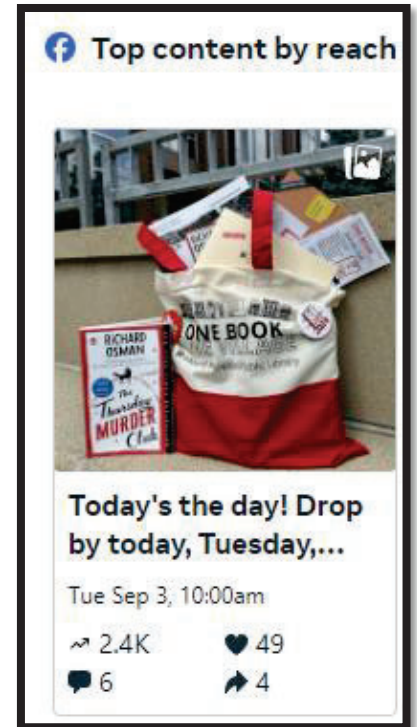
Information Technology

- 1) We set up the new Welcome Desk, mounted the monitor and computer, installed a phone and a new printer, and managed the cables.
- 2) We removed the old equipment from staff meeting rooms used as temporary workspaces for the renovation and returned the rooms to bookable meeting rooms for staff.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Marketing

- 1) We sent four e-newsletters containing CCS downtime and go live information in September, on 9/6, 9/13, 9/20, and 9/25. Click open rates averaged 45%. One patron replied, "Thanks for all the instructions and prep for this big event!"
- 2) We also sent out our Parent-Caregiver, Business Finance & Career, and Elementary School Teacher e-newsletters, which had an average open rate of 57%.
- 3) We completed the November/December newsletter this month. It is a 16-page newsletter, with the most editorial content we have included so far (including voting resources, a holiday resource guide, and a full-page feature for a Youth author visit). Look for it in your mailboxes in mid-October.
- 4) Social media interactions continue to trend upward with our best posts being One Book, One Village and Tiny Art Show.



Friends of the Mount Prospect Public Library

- 1) The board approved the 2025 request for funding from the library.
- 2) The Friends are open to receiving library discards beyond books to sell at the book sales, including furniture and office supplies.

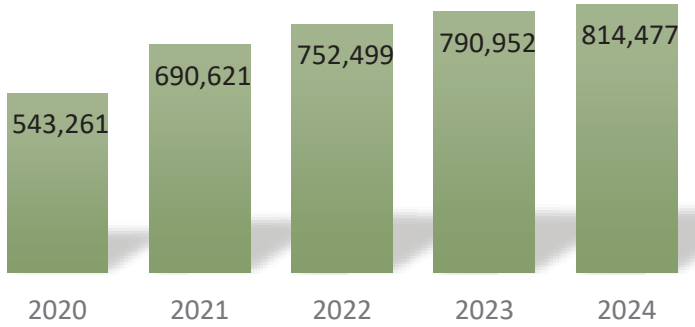
Mount Prospect Public Library Foundation

- 1) The board has appointed Lisa Miller as a new member of the board.
- 2) The board is in search of a potential Treasurer, as Suzanne Townsend has just started her final term.
- 3) The fundraising committee is finalizing donations for the upcoming Fall Raffle.

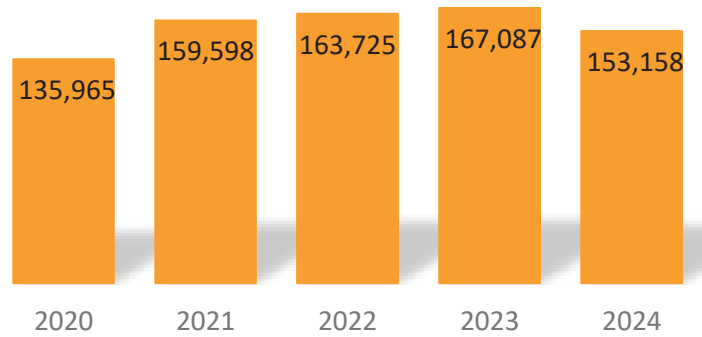


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

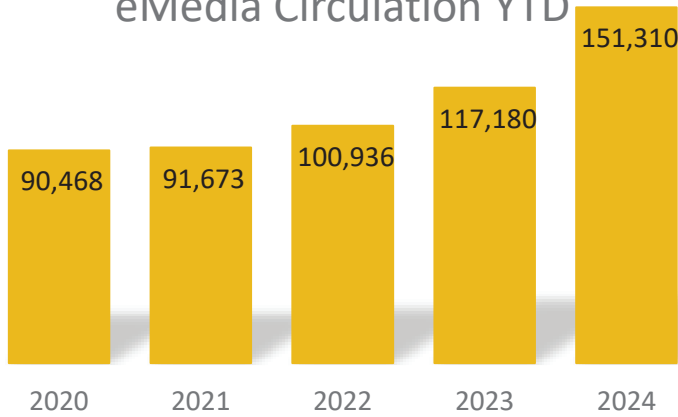
Overall Circulation YTD



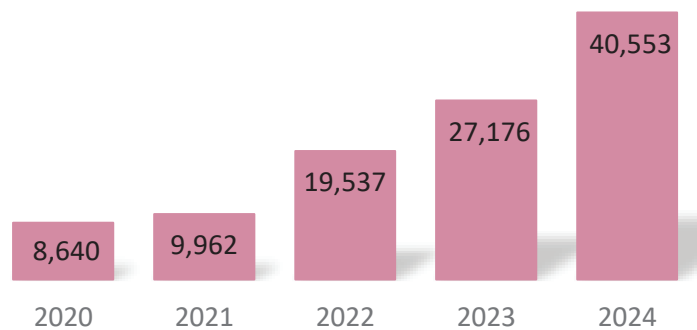
AV Circulation YTD



eMedia Circulation YTD

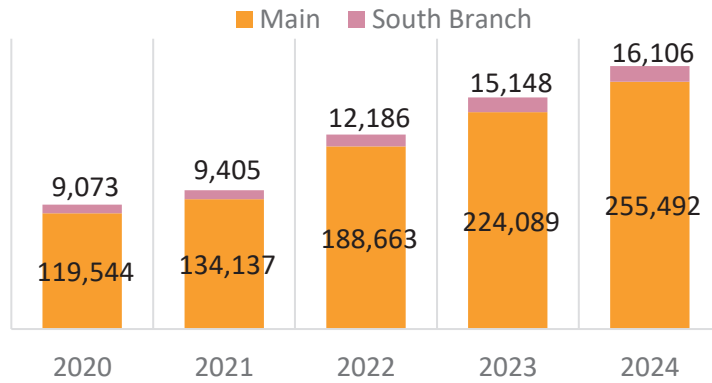


Other Circulation YTD

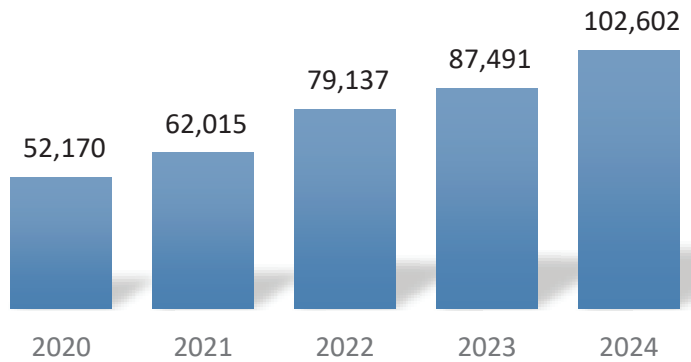


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

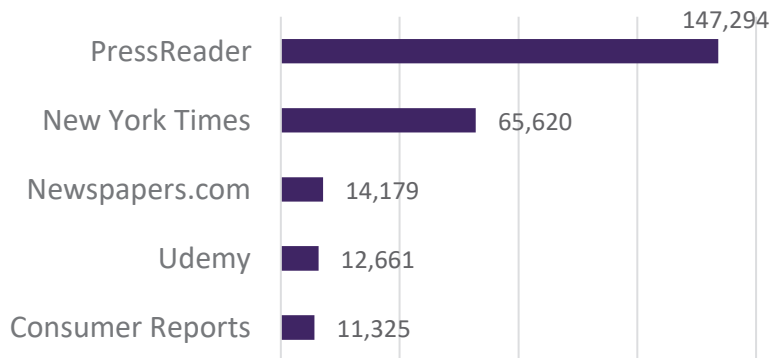
2024 Door Count - YTD



Questions Answered YTD

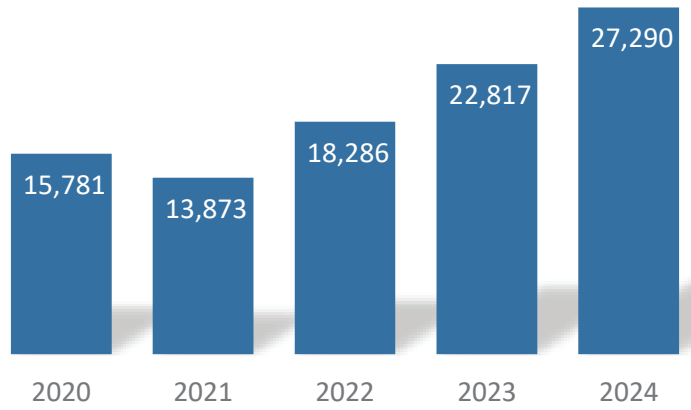


2024 YTD Top Databases

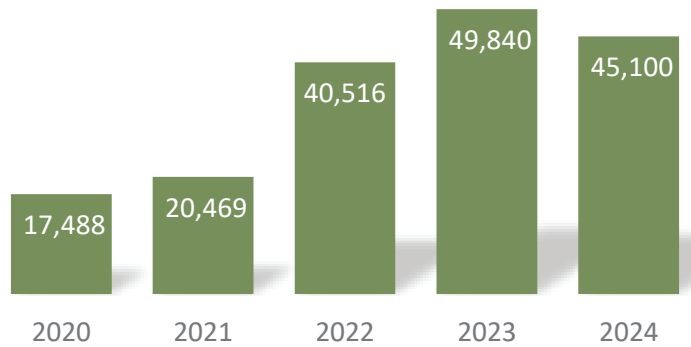


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

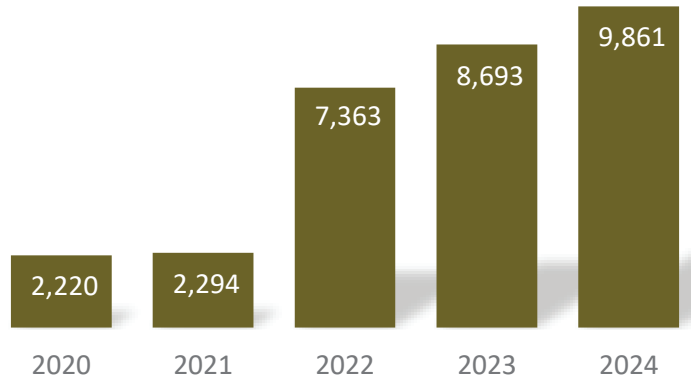
Public Computer Hours Usage YTD



Wireless Unique Users YTD

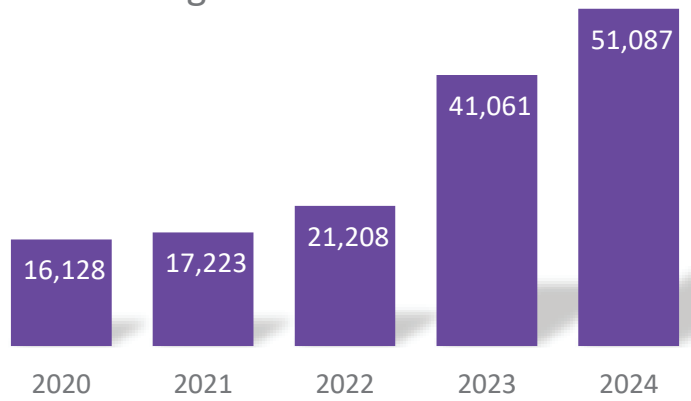


Study Room Usage YTD

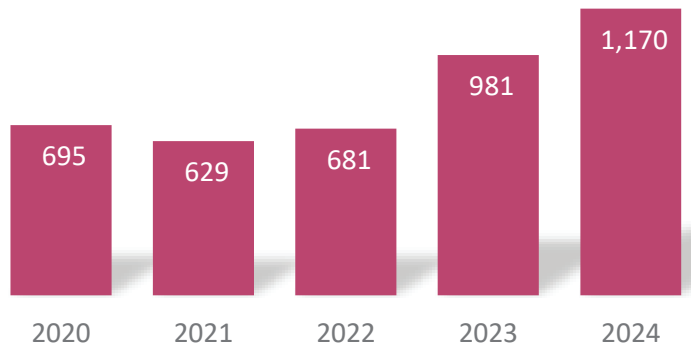


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

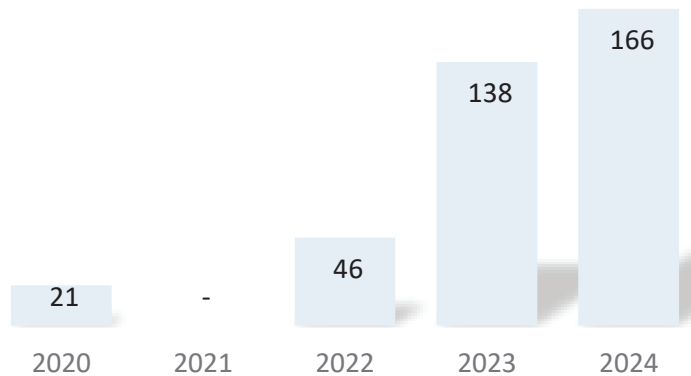
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD



CCS and Renovation Monthly Update

October 17, 2024

This will be the final separate update for both of these projects; any additional updates will be incorporated into the regular monthly library report going forward.

CCS Migration

CCS progress since last month:

1. Staff training is completed. We held our CCS-focused Staff In-Service Day on September 20. Staff appreciated the presentations by CCS staff and the time to practice with Polaris.
2. MPPL staff prepared for our pre-go-live offline mode, disabling our current online catalog, preparing a “catalog unavailable” web page, and sharing downtime information with the public.
3. Our data was extracted after we closed on September 25, and the library entered Polaris offline mode, originally planned for September 26-30.
4. On September 30, ILL advised that our data was taking longer than expected to process, leading to a one-day delay in our go-live date.
5. We went live with CCS on October 2nd! Our first RAILS delivery post-migration was 18 bins full of items on hold for MPPL patrons from other CCS libraries.

CCS plans for next month:

1. Staff will perform minor data cleanup tasks and workflow modifications as we work with our new ILS and consortium.

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 24, 2024 – Staff Training, Data Testing, and Configuration~~
- ~~7. September 25, 2024 – Data Extract~~
- ~~8. September 26, 2024 – September 30, 2024 – Libraries Offline~~
- ~~9. October 1, 2024 – Go Live~~

Renovation

Renovation progress since last month:

1. Completed furniture and other small punch list items.
2. Tested sorter functionality and went live with the new system on October 2.

Renovation plans for next month:

1. Complete remaining punch list items, targeted to be completed by the end of October:
 - a. Staff stairwell lights, column wraps.
2. Receive Operations and Maintenance manuals, as-built floor plans, warranties.
3. Receive and process all final invoices.

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. Tuesday, April 30, 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. Update in every issue of the print newsletter through the end of the year.
2. A public webpage is up at <https://mppl.org/about-us/updates/> and will serve as the permanent location for the public to find information about the projects.
3. In library poster with “Coming Soon” information.
4. In library flyer with all basic information will be used throughout the project.
5. E-news editions with updates focusing on “changes during construction.”
6. In library bookmarks with high level information about the projects being put into Hold books.
7. Web slide that points to the public webpage.
8. Launched a big push at the end of September including multiple specialized e-newsletters, web slides, website pages, in-library posters, bookmarks, and social media posts informing the community about the downtime period and what to expect after go live.
9. Held an in-person public catalog demonstration session on October 8 with 30 attendees.

Serving Our Public 4.0: Standards for Illinois Public Libraries

- MPPL meets all standards listed below.

Chapter 1 - Core Standards

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

17. The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
18. The library utilizes a variety of methods to communicate with its community.
19. The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
20. A library is open a minimum of fifteen hours per week according to the *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110].
21. As a baseline, the library appropriates money to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
22. The library board and staff promote the collections and services available to its community.
23. At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing facilities, collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Chapter 2 - Governance and Administration

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

Chapter 3 - Personnel

1. Library has a board-approved personnel policy.
2. Library has staffing levels that are sufficient to carry out the library's mission.
3. Library has job descriptions and a salary schedule for all library positions. The job descriptions and salary schedule are periodically reviewed and revised as needed.

4. Library's hiring practices are in compliance with EEOC guidelines and the Americans with Disabilities Act.
5. Library salaries and fringe benefits account for up to 70 percent of total operations budget.
6. Library gives each new employee a thorough orientation.
7. Library evaluates staff annually.
8. Library staff and administration attend local, regional, state, and national conferences as well as training workshops and seminars where feasible.
9. Library provides staff access to library literature and other professional development materials.
10. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration.
11. The library complies with state and federal laws that affect library operations.

Chapter 4 - Access

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

Chapter 5 – Building Infrastructure and Maintenance

1. The library maintains an inventory of all facility systems, including sufficient basic information that can be used in maintenance operations. This list should be prepared by the library administrator.
2. The library's facility inventory system list should be consolidated in an easily accessible document which is made available in electronic format such that it can be accessed by key staff at all times remotely.
3. An ongoing maintenance checklist of building maintenance that needs to be done on a routine or ongoing basis should be kept.
4. The library's operating budget should include funds for all ongoing maintenance costs.

5. The library should maintain a periodic repair checklist of repairs to the facility that may be required on a periodic basis, typically more than one-year intervals.
6. The library budget should allocate funds for periodic repairs in either of its operating budget or special reserve fund.
7. The library should have a list of all projected building capital projects. Capital projects are those projects that involve major repairs, rehabilitation, and/or replacement of facility systems. Such projects are implemented when a facility system has reached the end of its service life, or when defects in the original construction necessitate major repairs/replacement.
8. The library develops a capital reserve fund that will fund major capital projects. Annual contributions to such a fund will allow the library to have sufficient funding to take care of the needed project. In general any item that cannot be accounted for in the library's operating budget should be accounted for in the library's capital reserve fund.
9. The library should have a capital asset plan. This plan can be written by the library administrator or by an outside professional. A capital asset plan will project facility funding needs over a ten, fifteen, and twenty-year period.
10. The board of trustees should review the library capital plan on annual basis to ensure all projects are addressed.
11. Every three to five years, review and update the capital asset plan to be certain all costs and interest rates are current.
12. All warranties, manuals, contact information, and other such documentation should be organized and consolidated for easy access.
13. The library should strive to make its building as environmentally friendly as possible.

Chapter 6 - Safety

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

16. Copies of the emergency manual and disaster plan are provided to community safety personnel.
17. A policy for security camera usage has been adopted and signage is posted.

Chapter 7 - Collection Management

1. The library board of trustees ensures that the library has a publicly funded budget to purchase materials.
2. The minimum annual expenditure for materials for any size library should be a minimum of 8 to 12 percent of the operating budget. Library budgets should put priority on purchasing materials that best serve their community.
3. The library has a written collection development policy approved by the board.
4. Materials are cataloged according to standard library practices utilizing MARC 21, AACR2 Rules, Sears/LC subject headings, and RDA.
5. Library collections are evaluated annually to measure the effectiveness of community use of the collection and weeded if deemed appropriate.
6. The library considers forming a cooperative collection plan with other libraries in close proximity to one another.
7. The library strives to complement its print collection by purchasing electronic materials and making them available to patrons through a variety of methods.
8. The library publicizes and promotes interlibrary loan to its patrons.
9. Library staff is trained in and follows policies and procedures related to the ILLINET *Interlibrary Loan Code* and the ALA *Interlibrary Loan Code*. Libraries agree to be responsible borrowers and lenders.

Chapter 8 – System Member Responsibilities and Resource Sharing

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

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

Reference Services

1. All basic services are available when the library is open.
2. The library has a reference service policy.

3. The library provides staff trained in reference service to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has at least one current reference resource for each subject area.
15. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
16. Staff members are encouraged to attend at least one relevant continuing education event each year.
17. The library evaluates its reference service on an annual basis.

Reader's Advisory Service

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

Chapter 10 - Programming

1. Library programs are provided free of charge, or on a cost recovery basis.
2. Library programs are located in a physically accessible location.
3. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.

4. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.
5. The library presents educational, cultural, and recreational programs that reflect community needs and interests.
6. Programming is designed to address the diversity within the community, to increase the awareness and use of library resources and services, and to attract new users.
7. The library provides outreach programs to specific populations who cannot visit the library.
8. The library has programming that seeks to serve children and their caregivers.
9. The library has programming that seeks to serve young adults.
10. The library has programming that seeks to serve adults and senior citizens.
11. The library provides programs on library instruction for all ages. This includes online catalog and online database training opportunities.
12. The library is encouraged to partner with other organizations to offer programs.

Chapter 11 - Youth/Young Adult Services

1. All basic youth services are available when the library is open.
2. The library provides staff trained in serving youth.
3. The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
4. The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
5. The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
6. The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
7. The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
8. The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
9. The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
10. The library's programming is designed to reflect the needs and interests of youth in the community.
11. Library programs are provided free of charge or on a cost-recovery basis.
12. The library makes provisions that enable persons with disabilities to attend programming and lists these provisions with other programming information.
13. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
14. The library strives to partner with youth-facing organizations in the community.
15. The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
16. The library has staff who have knowledge of popular authors, titles, and resources to provide these services.

17. Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
18. Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.
19. The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
20. The library provides computer access for all youth and provides guidance on digital literacy and technology use to youth.
21. The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
22. The library strives to partner with and support local schools, including private schools and homeschoolers.
23. Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
24. The library provides a space specifically for use by children and families.
25. The shelving used for housing children's materials is appropriately sized to allow for easier access.
26. The library provides early literacy programming, including regular story time, for children and families.
27. The library provides programming which facilitates play and fun for children and families.
28. The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
29. The library provides a summer reading opportunity to encourage reading and learning during the summer.
30. The library provides a welcoming environment for young adults both individually and in groups.
31. The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
32. The library provides materials both physical and digital for young adults that are intended for them.
33. The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.

Chapter 12 - Technology

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron need.
2. The library has:
 - a. a telephone, with a listing in the phone book;
 - b. a telephone voice mail and/or answering machine;
 - c. a fax and/or scanner;
 - d. a photocopier;
 - e. effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - f. library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - g. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - h. up-to-date computers for staff and public access with sufficient capacity to meet needs;

- i. up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - j. up-to-date antivirus and Internet security software protection installed on every library computer;
 - k. up-to-date Internet browsers, web applications, and plug-ins;
 - l. a valid email address, accessible via the library's website, for the library administrator; and
 - m. a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
4. The wait time for patron workstations does not exceed 15 to 30 minutes.
5. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
6. The library provides 24/7 remote access to library services and resources through:
 - a. a web-accessible library catalog;
 - b. an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - c. appropriate regional, state, national, and international bibliographic databases;
 - d. other authenticated electronic resources that are available for direct patron use; and
 - e. virtual reference service, and/or text messaging services, and/or a library email account.
7. The library staff must be:
 - a. computer literate;
 - b. trained to use and assist patrons in the use of electronic resources and materials; and
 - c. accessible via email and/or through messaging services.
8. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
9. The library provides web links and access to regional and/or statewide initiatives including:
 - a. regional library system consortial web-based catalogs;
 - b. the CARLI academic library catalog (I-Share)
 - c. Illinois State Library-sponsored databases/e-resources; other electronic collections as available; and
 - d. virtual reference service.
10. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
11. The library has a board-adopted Internet acceptable use policy.
12. The Internet acceptable use policy is reviewed annually.
13. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
14. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
15. The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
16. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - a. wireless access (Wi-Fi);

- b. Internet connectivity upgrades sufficient for patron and staff use;
 - c. networking (local area vs. wide area);
 - d. library Intranet;
 - e. an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - f. patron self-checkout functionality;
 - g. new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - h. current and functional meeting room technology;
 - i. adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - j. ongoing staff continuing education/training related to all aspects of technological services.
17. The library protects the integrity, safety, and security of its technological environment.
18. The library's automated catalog and its components comply with current state, national, and international standards.
19. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Marketing, Promotion, and Collaboration

- 1. The library has a communications plan that supports the library's long-range/strategic plan.
- 2. The library staff and trustees participate in two or more cooperative activities with other community organizations.
- 3. The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - ✓ flyers
 - ✓ brochures
 - ✓ website
 - ✓ newsletter
 - ✓ posters
 - ✓ banners
 - ✓ displays
 - podcasting
 - ✓ presentations
 - ✓ speeches
 - billboards
 - ✓ other
- 4. The library maintains at least one social media account.
- 5. The library invites local, state, and federal officials to visit the library.
- 6. The library's website is updated at least monthly.
- 7. The board, administration, and staff conduct an annual library walk-through.
- 8. The board, administration, and appropriate staff visit other libraries.
- 9. The budget includes funds for public relations and marketing activities.
- 10. The library's promotional methods and services are ADA compliant.
- 11. A designated staff member coordinates the library's marketing efforts.
- 12. The library's staff receives customer service and marketing training.
- 13. The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- 14. The library surveys patrons and the community to judge awareness of the library's programs and services.