

# Promotional and Community Event Grant Application

McKinney Community Development Corporation FY 2026

## MCDC Mission

Staying true to voter intent, we work proactively, in partnership with others, to promote and fund community, cultural, and economic development projects that maintain and enhance the quality of life in McKinney.

## Important Information

- Please read the McKinney Community Development Corporation [Grant Guidelines](#) before completing this application.
- The Grant Guidelines are available at [McKinneyCDC.org](#) or by emailing [Info@McKinneyCDC.org](mailto:Info@McKinneyCDC.org).
- If you are interested in a preliminary review of your grant request or event idea, please [complete and submit the online Letter of Inquiry](#).
- **Applications must be submitted via online form and must be submitted no later than 5 p.m. on the deadline date.**

**All applicants must submit a complete application with the following attachments and required information as detailed throughout the application to ensure Board consideration for funding.**

- Detailed event description
  - Comprehensive narrative that includes event mission, goals, planning and execution timeline;
  - Planned activities pre-event and during event;
  - History of past or similar events;
  - Event budget (fundraising goals, projected revenue, funding sources);
  - Ticket price(s). (At least one category of ticket must be \$35 or under.)
  - Safety/security plan, parking/traffic management plan, weather contingency, event staffing plan.
- Target audience – Please include data from previous events if available.
  - Attendance projections (include how your calculations were made);
  - Target audience including demographics (families, young adults, seniors, all ages, ethnicity) as well as diversity of interests (arts, culture, recreation, sports, shopping, etc.);
  - Geographic reach (goal for attendees from outside of McKinney, estimated travel distance).
- Community and economic impact
  - Describe how your event will showcase McKinney for tourism and economic development for residents and visitors (shopping and dining in McKinney, hotel stays, participation in other McKinney activities).
- Marketing and promotional plan

Detailed and itemized plan and promotional budget - include strategies and channels (print ads, press releases, digital ads, social media, radio, posters, flyers, yard signs, articles, etc.);

- Social media followship and website data if available.
- Financial viability of organization (Please provide the following documentation)
  - Verification of organization's status (IRS letter of determination, W9);
  - Most recent two years of financial statements including organization's budget and profit/loss statements (audited preferred or written explanation if audit not available);

## Promotional and Community Event Grant Calendar

To ensure timely and effective use of promotional grant funds, we recommend event(s) are scheduled to occur at least 4-6 months after the award notification date(s).

### Cycle I

- Application Deadline: Nov. 28, 2025
- Presentation to MCDC Board: Dec. 18, 2025
- Board Vote and Award Notification: Jan. 22, 2026

### Cycle II

- Application Deadline: May 30, 2026
- Presentation to MCDC Board: June 25, 2026
- Board Vote and Award Notification: July 23, 2026

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Organization Name</b>        | McKinney Public Library Foundation                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>CEO / Executive Director</b> | William Bradford, President                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Federal Tax I.D.</b>         | 93-2163661                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Incorporation Date</b>       | Friday, July 21, 2023                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Mailing Address</b>          | c/o McKinney Public Library, 6861 Eldorado Pkwy<br>McKinney, TX, 75070                                                                                                                                                                                                                                                                                                                                              |
| <b>Phone Number</b>             | (309) 531-9214                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Email</b>                    | mplfboard@gmail.com                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Website</b>                  | www.mckinneyplf.com                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Social Media</b>             | <a href="https://www.facebook.com/people/McKinney-Public-Library-Foundation/61564081454962/">https://www.facebook.com/people/McKinney-Public-Library-Foundation/61564081454962/</a> ,<br><a href="https://www.instagram.com/mckinneylibraryfoundation/">https://www.instagram.com/mckinneylibraryfoundation/</a><br><a href="https://www.facebook.com/McKinneyLibrary">https://www.facebook.com/McKinneyLibrary</a> |

**Please provide a detailed narrative about your organization including year established, mission, goals, scope of services, staff, successes, contribution to community, etc.**

McKinney Public Library Foundation (MPLF) is a 501(c)(3) nonprofit public charity established in 2023 to support and enhance the McKinney Public Library System through philanthropic funding and community partnership. Our mission is to generate continued enthusiasm for our library system and to secure funding for enhancements that enrich the variety and depth of library programs, services, and collections—ensuring that everyone benefits from the wealth of resources our libraries offer and that these assets continue to grow for all McKinney residents.

MPLF is governed by a volunteer Board of Directors and works in close partnership with McKinney Public Library leadership and staff. In this partnership model, the Library serves as the operating entity delivering programs and community engagement, while MPLF provides fiscal stewardship, fundraising capacity, and grant administration support to help scale impact.

Partner capacity and reach (McKinney Public Library): The Library was established in 1928 and serves the McKinney community by providing access to materials and experiences that educate, inform, and entertain. Even while the Roy and Helen Hall Memorial Library has been closed for renovation, the Library continues to deliver strong community participation and engagement through programming and outreach. The John and Judy Gay Library has been consistently busy and a Library Locker has been added so that patrons can drop off items and pick up holds at the City Hall of McKinney.

The renovation includes these aspects that will simplify and amplify patrons library experience:

- 26-foot planetarium, capable of holding 55 people in non-fixed seating, suitable for a variety of programming
- 2,500-square-foot exhibit space to allow the library to host traveling museum exhibits
- Dedicated youth and teen spaces tailored to younger audiences
- Dedicated quiet wing for focused studying and reading
- Dedicated local history section to preserve and showcase McKinney's heritage
- Increased number of reservable study rooms
- Additional elevators

Everyone, the staff at McKinney Public Library, the Foundation and the community of McKinney, is very much looking forward to the reopening of the Roy and Helen Hall Library in downtown McKinney.

**Select One**

Nonprofit 501(c)3 (Attach copy of IRS Determination Letter)

**IRS Determination Letter for 501(c)3**

 Letter 1076 (Rev. 2-2020).pdf

**Is the representative information same as above?**

No

**Representative Completing Application**

Barbra Franklin McKinney Public Library Foundation, Fundraising Committee Chairperson

**Mailing Address**

c/o McKinney Public Library Foundation, 6861 Eldorado Pkwy  
McKinney, TX, 75070

**Phone Number**

(309) 531-9214

**Email**

mplfboard@gmail.com

**Is the contact for communications between MCDC and the organization same as above?**

Yes

**Total Amount Requested**

\$5,500.00

**Are matching funds available?**

No

**Have you received or will funding be requested from any other City of McKinney entity (e.g. Visit McKinney, Arts Commission, City of McKinney Community Support Grant)?**

No

**If applicable, please indicate the name of the events, year(s) and amount(s) of MCDC funding received in the past five years.**

9 events held at McKinney Public Libraries, 2024, \$6,110.00, Marketing for: Fire Safety Day, Diwali, Halloween Haunt, Fall Y'all, Thanks & Giving, Winter Jubilee, Caroling on the Square, and Noon Years Eve.

Information about the promotional / community event for which you are seeking funding.

**Date(s) of Event**

Anticipate Grand Opening Event in Fall 2026 (mid-late October)

**Location(s)**

Roy & Helen Hall Library, 101 E. Hunt Street, McKinney, TX 75069

**Ticket Prices**

\$0; Registrations are usually collected, more to get an idea of how many attendees will be present.

**Is this the first time for this event?**

Yes

**How does event showcase McKinney for tourism and/or business development?**

Even with one of the libraries being closed, the total overall program attendance for this past year has been over 34,000 people. The first traveling exhibit had over 30,000 visitors and this is going to be a regular part of the Hall Library. McKinney Public Library System utilizes Facebook for their social media presence and has over 5.9 followers. They also have a newsletter with over 14.5 thousand subscribers.

The Hall reopening celebration is expected to draw residents and visitors to downtown McKinney, increasing awareness and foot traffic to the downtown corridor and nearby shopping and dining. A paid promotional campaign will broaden reach beyond existing library followers and email subscribers to attract attendees from surrounding communities. The event experience will intentionally encourage visitors to explore downtown McKinney before and after the celebration through clear wayfinding, partner participation, and calls-to-action that highlight local businesses and amenities.

**Does the event support a non-profit (other than applicant)?**

Yes

**If yes, what organization(s) are supported?**

McKinney Public Library System

**What percentage of revenue will be donated (indicate gross or net)?**

100%

**Expected total attendance and how calculations were made.**

1,000+; based off of popular events in the past at the library.

Close to 500 people attended the Literary Fest last Fall, showing that people are willing to come to library events in McKinney.

**Expected percentage of attendees coming from outside of McKinney.** 20%

**Total attendance from previous event(s) (if applicable)**

95 \_\_\_\_\_ of attendees from McKinney at the previous event.  
**percentage**

5 \_\_\_\_\_ of attendees from outside of McKinney at the previous event.  
**percentage**

**Geographic Reach (estimated travel distance)** 33 miles

Describe the TARGET AUDIENCE to include:

- Demographics (i.e. families, young adults, seniors, all ages, ethnic diversity)
- Diversity of interests (i.e. arts, culture, recreation, sports, shopping, etc.)

Young families are always a focus when it comes to library events! The library indicated that a one-day event that focused on families, had over 450 attendees. McKinney Public Library has an active presence in the community and the McKinney Public Library Foundation often attends to support the library and to raise awareness of the foundation. All other patrons, young adults to seniors, are always welcome and are sure to appreciate celebrating the reopening of Hall Library.

Arts, culture, science are the primary interests for those visiting the new Roy & Helen Hall Library. The building will look significantly different, with a thoughtful new floor plan. The addition of traveling exhibits and the Planetarium will add a destination level interest to those who enjoy the sciences and culture. There are new staff in place now, planning these exciting new areas for residents of McKinney, and beyond, to enjoy.

**FINANCIAL GOALS FOR EVENT OF PROMOTIONAL / COMMUNITY EVENT**

|                                                                                          |          |
|------------------------------------------------------------------------------------------|----------|
| <b>Gross Revenue</b>                                                                     | 0        |
| <b>Projected Expenses</b>                                                                | 5,500.00 |
| <b>Net Revenue</b>                                                                       | 0        |
| Please provide funding sources and dollar amounts associated with each of the following. |          |
| <b>Sponsorship Revenue</b>                                                               | 0        |
| <b>Registration Fees</b>                                                                 | 0        |
| <b>Donations</b>                                                                         | 0        |
| <b>Other (raffle, auction, etc.)</b>                                                     | 0        |

**Metrics to evaluate success of event. Outline the metrics that will be used to evaluate success of the proposed event (attendance, reach from across targeted audiences, funds raised, tickets sold, etc). If funding is awarded, a final report will be required summarizing success in achieving objectives outlined for the event.**

Success will be measured in continued awareness of library programming and attendance, awareness of the McKinney Public Library Foundation and an increase in giving to support foundation initiatives. It will be measured by library staff through Planetarium visits and new library accounts created within the first week that have Roy and Helen Hall listed as their home library. External press coverage and social media engagements with check-ins and shares will be noted.

Provide a comprehensive narrative that includes:

- Mission, goals, planning and execution timeline
- Planned activities (pre-event and during event)
- History of past or similar events
- Safety/security plan, parking/traffic management plan, weather contingency, event staffing plan

Mission: To celebrate the reopening of the Roy & Helen Hall Memorial Library by delivering a free, high-quality community experience that introduces new audiences to Library services and strengthens McKinney's downtown as a family-friendly destination.

Goals:

- Increase community awareness and attendance for the Hall reopening milestone.
- Sustain and maintain program attendance in the months surrounding reopening through consistent promotion of library programs and services.

Timeline: (best practice estimation with MPL implementing)

- 10-12 weeks prior: finalize event concept, run-of-show, partners, and required approvals; create creative assets and landing page.
- 6-8 weeks prior: launch early awareness (press outreach + organic promotion); finalize print placements and bookmark design.
- 4-6 weeks prior: ramp paid promotions; monitor registrations/interest; adjust targeting based on response as needed.
- 1-2 weeks prior: peak promotional period; confirm staffing/volunteers and on-site logistics; print and distribute materials.
- Event week: daily reminders; onsite QR codes/check-in prompts; capture attendance and zip code data where feasible.

Planned activities:

Overall Theme: SPACE; continuous Planetarium showings all day

Stations/activities ideas:

- Comet craft
- Galaxy sensory bin
- Alien dance part
- Space slime lab
- Alien and astronaut wearable crafts
- Constellation yarn art
- Robot/rover activity
- Night sky art
- Face painting

Partnership ideas: Texas Astronomical Society of Dallas, Star Wars Cosplay group, NASA (pay for an astronaut video), Houston Space Center, University of North Texas, Perot Tech Truck, Raytheon, Heard Museum

Sponsored ideas: bounce houses, plant giveaway, balloon artist

- Specials for the event:
- Special edition merch
  - Special edition library cards
  - Space decorations
  - Shut down Hunt Street (tentative, MPL inquiries)
  - Scavenger Hunt to explore the entire library and outside for star formations

McKinney Public Library Foundation:  
Table to increase visitor awareness; MPLF swag; treats; give away books and themed basket through raffle.

History: This is an unprecedented event! The last time there was a new library - John and Judy Gay Library - it just opened, with no elaborate celebration. People were excited to have another branch open. Then, renovations and updating to the "new" library occurred in 2020, so again, there was no grand reopening.

Safety/security:  
Library will follow their normal security protocols. They will have new security cameras throughout the library.

Parking/traffic management:  
The Hall lot and parking throughout downtown is deemed sufficient, as it will be an untimed, all-day celebration. Visitors are welcome to come and go during open hours.

Weather contingency:  
Activities will be moved inside in the event of poor weather, as allowed.

Event Staffing Plan:  
MPL staff will be full; MPL volunteers may be utilized; McKinney Public Library Foundation will also be present.

**Describe how your event will showcase McKinney for tourism and economic development for residents and visitors (shopping and dining in McKinney, hotel stays, participation in other McKinney activities, etc.)**

With the remodeling of the Roy and Helen Hall Library and its closure for over a year, the reopening is already a much-anticipated event. With the inclusion of a Planterium, traveling exhibits, new floor plan, and overall new environment, coupled with the familiar staff and high level of book collections, the Hall Library will be a destination for McKinney residents and those outside of the city, to include the county and maybe even the DFW area. When there is something exciting to draw people in, they tend to stay and linger: in the library and then in Downtown McKinney. The walkability from the library to all of the downtown activities, shops, restaurants and special events, make a longer visit more appealing. A Grand Opening event for the new and improved Roy and Helen Hall Library should make it onto everyone's calendar.

**Provide a detailed and itemized promotional plan and budget for the event(s). Plan should include promotional channels (print ads including publication names, social media, radio, posters, flyers, yard signs, etc.)**

| Promotional Channel                                                     | Budget  |
|-------------------------------------------------------------------------|---------|
| Social Media                                                            | \$1,935 |
| Printed bookmarks                                                       | \$750   |
| Print media:<br>Community Impact, CI<br>storytelling ad,<br>website ads | \$2,815 |

**Event Marketing Plan and Budget Attachment**

 Hall Reopening 2026 MCDC Grant Pro... .pdf

Total Promotional Budget

\$5,500.00

Does your marketing plan include components specifically designed to promote your event(s) within the ethnically diverse communities that call McKinney home? Please share details.

Yes! Marketing plan will include bilingual materials for Hispanic patrons and community. Community Impact goes to every household for McKinney. Using Meta and Google platforms to reach outside of McKinney.

What percentage of the total marketing budget does the grant represent?

100%

Marketing lessons learned from past events (if applicable).

From past events that received funds from MCDC, it was found that Social Media, Bookmarks, and Community Impact ads were the most effective to reach McKinney residents. The budget breakdown reflects this and adds some new options. Advertise early and consistently; provide clear event details in advance; use registration/QR codes to measure campaign effectiveness; and modulate based on resgistration and capacity to avoid overcrowding.

If applicable, please include examples of past marketing efforts (screen shots of ads, posters, social posts, radio text, etc.)

Unable to screenshot and post the "Caroling on the Square" advertisement used for social media and MPL newsletter from Saturday, Dec. 14, 2024, with banner at bottom with McKinney Texas | McKinney Public Library | Promotional support provided by MCDC McKinney Community Development Corporation from Kate Wilson's presentation after the events from the grant.

Additional details related to marketing efforts.

MCDC has been very supportive of past McKinney Public Library events, thus raising public awareness of this collaboration in partnership with the McKinney Public Library Foundation. This is a wonderful opportunity to continue this working relationship via marketing.

Metrics to evaluate success of marketing/promotional plan: Outline the metrics that will be used to evaluate overall success of the executed promotional plan. If funding is awarded, this should be included in the final report. (success in reaching new audiences, social media data, website analytics, etc).

Registration for event, pre-event interest metrics through social media platforms, and on-site headcount from door counters will be utilized. A successful reopening promotion will establish a repeatable marketing playbooks with advertisements, print materials and QR/trackable links, that can be reused for future signature library events and initiatives.

Please provide:

- Verification of organization’s status (IRS letter of determination, W9, etc.)
- Most recent two years of financial statement including organization’s budget and profit/loss statement (Audited is preferred or written explanation if audit not available.)

Budget

new doc 26-5-19 11.22.31.pdf

McKinney Public Library Foundation Fi....pdf

**Financial Statements**



MPLF Fiscal Year 23 & 24 Annual Rep... .pdf

**IRS Determination Letter (if applicable)**



Letter 1076 (Rev. 2-2020)\_4044.pdf

**W9**



Form W-9 (Rev. March 2024).pdf

**All Applicants must submit a complete application with the following attachments and required information as detailed throughout the application to ensure the Board consideration for funding**

**Procedure**

Application completed and submitted prior to deadline (5:00 PM on deadline date)

Application Submitted via online form

**Organization and Financial Information**

Completed all organizational information

Provided documentation of organization status (IRS letter, W9)

Two most recent years of financial statements (budget + profit & loss) (audited if available)

**Event Description**

Missions, goals, execution timeline, programming/activities, budget

Event dates, times, and location(s)

Cultural or community relevance

Target audience (numbers, demographics, geographic reach, diversity, past data)

## Community & Economic Impact

Description of how the event promotes tourism and economic development

Economic impact projections

Benefits to McKinney residents and the community's quality of life

## Marketing & Promotional Plan

Itemized marketing plan and budget

List of marketing channels (print, digital, radio, social, etc.)

Promotional time

Social media engagement data and website analytics ( if available)

Completed applications that are eligible for consideration by MCDC will be presented to the board according to the schedule outlined on this application. Presentations will be limited to five (5) minutes, followed by time for questions from the Board. **Please be prepared to provide the information outlined below in your presentation:**

- Summary of organization and goals.
- Summary of event(s) to include dates, location, ticket prices, target audience, estimated attendance from within and outside of McKinney (and past attendance if applicable), event and pre-event activities, how event supports your organization's mission, non-profit beneficiary if applicable,
- Event logistics including timeline, safety/security, parking/traffic management
- How your event showcase McKinney for tourism and economic development
- Specific marketing plans for event(s) including promotional channels and budget for each.
- Past promotional success and lessons learned (if applicable).
- Percentage of total marketing budget that this grant application represents.
- The Promotional/Community Event for which financial assistance is sought will be administered by or under the supervision of the applying organization.
- All funds awarded will be used exclusively for advertising, marketing and promotion of the Promotional/Community event described in this application.
- Recognition to MCDC:
  - MCDC will be recognized in all marketing, advertising, outreach and public relations as a funder of the Promotional/Community Event. A logo will be provided by MCDC for inclusion on all advertising, marketing and promotional materials. Specifics for audio messaging will be agreed upon by applicant and MCDC and included in an executed performance agreement.
  - Grant recipients are encouraged to use graphics and text from the MCDC Grantee Toolkit (to be provided to all grant recipients) for posts/ads to help share how MCDC partners with your organization.
- The Organization officials who have signed the application are authorized by the organization to submit the application;

Applicant will comply with the MCDC Grant Guidelines in executing the Promotional/Community Event for which funds were received.

- Applicant gives permission for the use of Board presentation images and other published event images on MCDC and City of McKinney website and social media content and print/digital publications.
- Applicant will provide a final report of the Promotional/Community Event(s) no later than 30 days following the completion of the Promotional/ Community Event(s). Applicant may choose to use the [online form for Final Report](#) or email Final Report to [info@mckinneycdc.org](mailto:info@mckinneycdc.org). If emailed, Final Report may be in any format. All Final Reports should include:
  - narrative report on the event(s),
  - goals and objectives achieved based on performance metrics outlined in the application,
  - financial data (budget vs. actual expenses and revenues along with explanation for variances,
  - amount donated to charity (if applicable),
  - samples of marketing efforts (images of printed materials and ads, screenshots of website and online promotions),
  - statement/examples demonstrating how grant recipient promoted MCDC as a partner, and
  - photos and/or video of the event(s).
- Grant funding is provided on a reimbursement basis subsequent to submission of a reimbursement request, with copies of invoices and paid receipts for qualified expenses. Up to 20% of the grant awarded may be withheld until the **final report on the Promotional/Community Event is provided to MCDC**.
- Funds granted must be used within one year of the date the grant is approved by the MCDC board.

**Applicant Electronic Signature**

**We certify that all figures, facts, and representations made in this application, including attachments, are true and correct to the best of our knowledge.**

Selecting this option indicates your agreement with the above statement.

**Chief Executive Officer**



**Date**

Saturday, May 23, 2026

**Representative Completing Application**



**Date**

Saturday, May 23, 2026

**Notes**

- Incomplete applications or those received after the deadline will not be considered.
- A final report must be provided to MCDC within 30 days of the event / completion of the

Promotional / Community Event.

- Final payment of funding awarded will be made upon receipt of final report.
- Please use the Final Report to report your results. A PDF version is also available.

## 2026 MCDC Grant Proposal

**Total Budget Request: \$5,500**

**Social Media Budget: \$1,935**

### **Family/All Ages Events**

\$435 to boost posts to specific audiences or geographic areas of interest. Paid media would allow promotion to reach audiences that are not already following the library's page.

### **Roy & Helen Hall Memorial Library Reopening**

\$1,500 to advertise across Facebook and Meta. Advertising would be used to build excitement leading up to the reopening and encourage community attendance at reopening events and celebrations.

**Printed Bookmarks: \$750**

### **Family/All Ages Events**

\$600 1,000 bookmarks to be printed per event. Bookmarks will be distributed through outreach events and within the library to promote upcoming events.

### **Roy & Helen Hall Memorial Library Reopening**

\$150 (for 1,000 bookmarks inclusive of shipping). Bookmarks will be distributed to partners throughout McKinney in advance of the reopening to increase community awareness and encourage attendance.

**Print Media: \$2,815**

Community Impact ¼ page ad at the contract rate is \$1,125

\$1,000 CI storytelling ad (PR article)

\$690 for website ads

These efforts would be used to extend awareness of the Roy & Helen Hall Memorial Library reopening and related events throughout McKinney, outside of existing email subscribers and Facebook followers that we currently reach.

## McKinney Public Library Foundation Budget, Fiscal Year 1 Oct 25 to 23 Apr 26

### Budgets per committee:

#### Executive

\$9536.20, (WEBSITE & INSURANCE, incentives/and other supplies, MPL Support)

#### Scholarship Committee

\$2,100

#### Marketing Committee

\$7,000

#### Fundraising Committee

\$50

Our largest expense is the support of McKinney Public Library, but we provide funds on what they ask for or need and what we can provide. There is no set budget. There is currently no plan to audit until MPLF has paid staff, then a request for an audit will be sought.

If you have any questions, please contact MPLF Treasurer, Joe Closs, at [jvcloss@gmail.com](mailto:jvcloss@gmail.com)

MPLF Fiscal Year 23 Annual Report for the Period October 1, 2023 thru September 30, 2024

Article 13.2.a of the MPLF Bylaws

Assets as of September 30, 2023: \$0.00 – see note below

Cash on deposit at Chase Bank: \$0.00

Liabilities as of September 30, 2023: \$0.00

Accounts payable: \$0.00

Note: MPLF has neither trust funds nor endowments.

Article 13.2.b of the MPLF Bylaws

Principal change in assets during the fiscal year: \$21,527.60

Principal change in liabilities during the fiscal year: \$0.00

Note: MPLF has neither trust funds nor endowments.

Article 13.2.c of the MPLF Bylaws

Revenues:

Unrestricted: \$28,261.97

Restricted: \$1,100.00

Total: \$29,361.97

Article 13.2.d of the MPLF Bylaws

Expenses:

Unrestricted: \$7,834.37

Restricted: \$0.00

Total: \$7,834.37

The amounts above are certified by the MPLF Treasurer.

This report was prepared without audit from the MPLF books and records.

Note: Initial funding for MPLF was the transfer of funds from the disbanded Friends of the McKinney Library on May 16, 2024 in the amount of \$24, 595.84.

MPLF Fiscal Year 24 Annual Report for the Period October 1, 2024 thru September 30, 2025

Article 13.2.a of the MPLF Bylaws

|                                  |             |
|----------------------------------|-------------|
| Assets as of September 30, 2024: | \$21,527.60 |
|----------------------------------|-------------|

|                                |             |
|--------------------------------|-------------|
| Cash on deposit at Chase Bank: | \$21,527.60 |
|--------------------------------|-------------|

|                                       |        |
|---------------------------------------|--------|
| Liabilities as of September 30, 2024: | \$0.00 |
|---------------------------------------|--------|

|                   |        |
|-------------------|--------|
| Accounts payable: | \$0.00 |
|-------------------|--------|

Note: MPLF has neither trust funds nor endowments.

Article 13.2.b of the MPLF Bylaws

|                                                    |             |
|----------------------------------------------------|-------------|
| Principal change in assets during the fiscal year: | \$10,138.29 |
|----------------------------------------------------|-------------|

|                                                         |        |
|---------------------------------------------------------|--------|
| Principal change in liabilities during the fiscal year: | \$0.00 |
|---------------------------------------------------------|--------|

Note: MPLF has neither trust funds nor endowments.

Article 13.2.c of the MPLF Bylaws

Revenues:

|               |             |
|---------------|-------------|
| Unrestricted: | \$21,361.06 |
|---------------|-------------|

|             |            |
|-------------|------------|
| Restricted: | \$2,620.37 |
|-------------|------------|

|        |             |
|--------|-------------|
| Total: | \$23,981.43 |
|--------|-------------|

Article 13.2.d of the MPLF Bylaws

Expenses:

|               |            |
|---------------|------------|
| Unrestricted: | \$9,205.31 |
|---------------|------------|

|             |            |
|-------------|------------|
| Restricted: | \$4,637.83 |
|-------------|------------|

|        |             |
|--------|-------------|
| Total: | \$13,843.14 |
|--------|-------------|

The amounts above are certified by the MPLF Treasurer.

This report was prepared without audit from the MPLF books and records.

## McKinney Public Library Foundation Fiscal Year Finances 1 OCT 25 – 23 APR 26

| Accounts | Description                | Thru February      | March            | April            |                    |                   |
|----------|----------------------------|--------------------|------------------|------------------|--------------------|-------------------|
|          | Beginning Balance          | \$ 31,665.89       | \$ 35,153.67     | \$ 35,753.67     | <b>Totals</b>      | <b>Budget</b>     |
|          |                            |                    |                  |                  |                    |                   |
| 2000     | Grants                     |                    |                  |                  | \$ -00             | n/a               |
| 2001     | Donations, general fund    | \$ 1,847.80        | \$600.00         | \$120.00         | \$ 2,567.80        | n/a               |
| 2002     | Donations, scholarship     | \$ 197.52          |                  |                  | \$ 197.52          | n/a               |
| 2003     | Donations, anytime library | \$ 150.00          |                  |                  | \$ 150.00          | n/a               |
| 2004     | Donations, Literary Fest   |                    |                  |                  | \$ -00             | n/a               |
| 2005     | Fundraiser                 | \$ 4,614.47        |                  | \$ 854.64        | \$ 5,469.11        | n/a               |
|          | <b>Total Revenues</b>      | <b>\$ 6,809.79</b> | <b>\$ 600.00</b> | <b>\$ 974.64</b> | <b>\$ 8,384.43</b> | <b>n/a</b>        |
|          |                            |                    |                  |                  |                    |                   |
| 5001     | Banking & Fees             |                    |                  |                  | \$ -00             | \$0.00            |
| 5002     | Website                    |                    |                  |                  | \$ -00             | \$300.00          |
| 5003     | MPL support                | \$ 2,936.04        |                  |                  | \$ 2,936.04        | n/a               |
| 5004     | Scholarships               |                    |                  |                  | \$ -00             | \$2,000.00        |
| 5005     | Tax filing/support         |                    |                  |                  | \$ -00             | \$0.00            |
| 5006     | Supplies/Incentives        | \$ 291.61          |                  | \$ 79.90         | \$ 371.51          | \$3,510.00        |
| 5007     | Insurance                  |                    |                  |                  | \$ -00             | \$1,000.00        |
| 5008     | Printing                   | \$ 44.36           |                  |                  | \$ 44.36           | \$350.00          |
| 5009     | Postage                    |                    |                  |                  | \$ -00             | \$25.00           |
| 5010     | Advertising                |                    |                  |                  | \$ -00             | \$0.00            |
| 5011     | Fundraiser                 | \$ 50.00           |                  |                  | \$ 50.00           | \$50.00           |
|          | <b>Total Expenses</b>      | <b>\$ 3,322.01</b> | <b>\$ -00</b>    | <b>\$ 79.90</b>  | <b>\$ 3,401.91</b> | <b>\$7,235.00</b> |
|          |                            |                    |                  |                  |                    |                   |
|          | Ending Balance             | \$ 35,153.67       | \$ 35,753.67     | \$ 36,648.41     |                    |                   |



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

MCKINNEY PUBLIC LIBRARY FOUNDATION  
6861 WEST ELDORADO PKWY  
MCKINNEY, TX 75070

Date:  
08/04/2023  
Employer ID number:  
93-2163661  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
Accounting period ending:  
September 30  
Form 990-PF required:  
Yes  
Effective date of exemption:  
July 21, 2023  
Addendum applies:  
No  
DLN:  
26053606001323

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3.         | <b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)<br><b>MCKINNEY PUBLIC LIBRARY FOUNDATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                    |
|                                                                | <b>2</b> Business name/disregarded entity name, if different from above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                    |
|                                                                | <b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____<br><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.<br><input checked="" type="checkbox"/> Other (see instructions) <b>FOUNDATION</b> | <b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____<br><br>(Applies to accounts maintained outside the United States.) |
|                                                                | <b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                    |
|                                                                | <b>5</b> Address (number, street, and apt. or suite no.). See instructions.<br><b>6861 WEST ELDORADO PKWY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Requester's name and address (optional)                                                                                                                                                                                                                                                                            |
| <b>6</b> City, state, and ZIP code<br><b>MCKINNEY TX 75070</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                    |
| <b>7</b> List account number(s) here (optional)                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                    |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                       |   |  |   |   |   |   |   |   |   |
|---------------------------------------|---|--|---|---|---|---|---|---|---|
| <b>Social security number</b>         |   |  |   |   |   |   |   |   |   |
|                                       |   |  | - |   |   |   | - |   |   |
| <b>or</b>                             |   |  |   |   |   |   |   |   |   |
| <b>Employer identification number</b> |   |  |   |   |   |   |   |   |   |
| 9                                     | 3 |  | - | 2 | 1 | 6 | 3 | 6 | 1 |

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                          |      |
|------------------|--------------------------|------|
| <b>Sign Here</b> | Signature of U.S. person | Date |
|------------------|--------------------------|------|

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they