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

Regular Board Meeting
February 20, 2025, 6:00 p.m.
Meeting Room B
AGENDA*

1.   **Call to Order**

2.   **Roll Call**

3.   **Public Comment.** Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.

4.   **President's Report**

5.   **Resolution of Appreciation – Mount Prospect Public Library Foundation (22)**

6.   **Resolution of Appreciation – Friends of the Mount Prospect Public Library (23)**

7.   **Consent Agenda**
    a.   Minutes of Regular Board Meeting of January 16, 2025 **(3-5)**
    b.   January 2025 Bills and Financial Reports **(6-21)**
    c.   Resolution of Appreciation Mount Prospect Public Library Foundation
    d.   Resolution of Appreciation Friends of the Mount Prospect Public Library
    e.   2025 Non-Resident Card Fee of $490
    f.   2024 Illinois Public Library Annual Report (IPLAR) **(24-44)**

8.   **2025 Policy Project and Review of Governance Policies (45-46)**

9.   **Executive Director Report (2)**
    a.   January 2025 Library Activity Report **(47-56)**
    b.   Strategic Plan Update **(57)**

10.   **Trustee Reports and Comments**

11.   **Upcoming Meetings and Events Calendar**
    a.   February 24 – Foundation Board Meeting – Sylvia Fulk
    b.   March 6, 6:00 p.m. – Committee of the Whole Meeting – recommend cancel
    c.   March 20, 6:00 p.m. – Regular Board Meeting
        i.   Review closed session minutes and recordings
    d.   March 24 – Foundation Board Meeting – Marie Bass

12.   **Adjournment**

All topics on the agenda are potential action items

Library Director Report
February 20, 2025

1. **Resolutions of Appreciation for the Foundation and Friends**. These are agenda items 5 and 6. Each year the Board publicly recognizes the library's partner organizations and thanks them for their continued support.

2. **Consent Agenda**. This is agenda item 7. Any item on the consent agenda can be removed by request and discussed and voted on separately.
   a. **Non-Resident Fee**. Each year Illinois law requires us to decide if we will participate in the state's non-resident fee program and to calculate what the cost would be for a non-resident to purchase a MPPL library card. We use the "general mathematical formula" that results in a cost of $490 for 2025.

3. **2025 Policy Update Project**. This is agenda item 8. We are preparing for an evaluation of all of our public policies during 2025. See the memo in the packet for further details regarding this project.

4. **Trustee Webinars Available.** The Illinois Library Association (ILA) is continuing its virtual spring webinars for 2025. You can attend any or all of the three offerings, and the recordings will be available after the session. Please let us know if you are interested in attending.
   a. Saturday, March 8, 10 a.m.–noon, Sustainability: A Core Value of Libraries
   b. Saturday, April 12, 10 a.m.–noon, Social Media Guidance for Library Trustees
   c. Saturday, May 10, 10 a.m.–noon, Belonging in Community: How Libraries and Library Trustees Build Belonging in Community

5. **Upcoming Dates to Remember**
   a. Thursday, May 29, 2025 evening Municipal Networking Event
   b. Saturday, August 16, 2025 Volunteer Appreciation Lunch

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

Regular Board Meeting
January 16, 2025
Minutes
</div>

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 6:08 p.m. by Marie Bass, President.

2. Roll Call
Present:	Marie Bass [virtual], Mary Anne Benden [virtual], Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan
Absent:	Sylvia Fulk
Staff Present:	Anne Belden, Jo Broszczak, Julie Collins, Malachi Kohlwey, Elizabeth Ludemann, Su Reynders, Suzanne Yazel
Visitors:	None

   All Trustees agreed to allow Trustee Bass and Trustee Benden to join the meeting virtually as per 5ILCS 120/7 (a).

3. Public Comment
   There was no public comment.

4. President's Report
   President Bass noted the many accomplishments achieved in 2024 specifically the Project A renovation and installment of the CCS catalog. She also recommended that the Board complete a self-evaluation exercise in 2025.

5. Consent Agenda
   a. Minutes of Regular Board Meeting of November 21, 2024
   b. November 2024 Bills and Financial Reports
   c. December 2024 Bills and Financial Reports
   d. Approve transfer of budgeted amount of $800,000 from Library Fund to Capital Projects Fund effective prior to 12/31/2024
   e. Approve Resolution No. 2025-1 Acknowledging Payment to Mount Prospect Public Library Under Terms of the Ground Lease by the Village of Mount Prospect

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

6. <u>2024 Year-End Financial Review</u>
Finance Manager Malachi Kohlwey reviewed the library's financial position at the close of 2024 and answered questions. Malachi reported that overall, the library received 100.9% of the anticipated revenue and expended 96.7% of our budgeted expenditures. The Board thanked Malachi for his informative presentation.

7. <u>Authorize Beginning Master Facility Plan Renovation "Project B" Design Phase</u>
Executive Director Su Reynders reviewed the Master Facility Plan Project B renovation which includes the second floor and the anticipated timeline. In 2025 the staff will begin on the design phase for this project with our architects and construction manager. Reynders reported that the Board will be asked to approve a budget amendment later in 2025 to account for the associated Capital Projects costs for the design phase.

Motion was made by Trustee Haas and seconded by Trustee O'Sullivan to authorize staff to begin design work on Project B consisting of improvements to the second floor at the Main location with a target cost of no more than $5M as presented. Roll Call Vote: AYES: Bass, Benden, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: Fulk. ABSTAIN: None. Motion carried.

8. <u>Adult Programs Presentation</u>
Deputy Director Anne Belden presented the adult programming evaluation results as part of the strategic plan. The results identified that there is interest in additional technology programs and more programs for seniors.

Trustees expressed several programming ideas including considering not hosting all programs at night and to repeat popular programs more often.

9. <u>Executive Director Report</u>
Executive Director Reynders reviewed the highlights of the monthly library reports and the strategic plan and answered questions. Su reported that she hosted her first Meet the Executive Director event on Thursday, January 16 from 4-5 p.m.

The Board agreed to host an after-hour networking event on Thursday, May 29, 2025 and discussed several format options.

10. <u>Trustee Reports and Comments</u>
There were no reports or comments.

11. <u>Upcoming Meetings and Events Calendar</u>
    a. January 18-19 – Friends Book Sale
    b. January 27 – Foundation Board Meeting – Kristine O'Sullivan
    c. February 1 – Shining Stars Gala
    d. February 6, 6:00 p.m. – Committee of the Whole Meeting – canceled

e. February 20 – 2025 State of the Village Meeting
f. February 20, 6:00 p.m. – Regular Board Meeting
    i. Resolutions of Appreciation for Foundation and Friends
    ii. Approve Non-Resident Card Fee
    iii. Approve Illinois Public Library Annual Report (IPLAR)
g. February 24 – Foundation Board Meeting – Sylvia Fulk

12. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Groenwald to adjourn the Regular Board meeting at 7:12 p.m. Voice vote carried.

_____
Rosemary Groenwald, Secretary

Mount Prospect Public Library
Board of Trustees
Treasurer's Report

Fund Balances as of January 31, 2025

Library General Fund	6,413,911.61
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	4,930,363.25
Debt Service Fund	0.00
Gift Fund	573,436.59
Total All Funds	**$ 14,033,757.71**

Disbursements January 2025	**$ 1,199,375.45**

Financial Summary

Fund Balances

Library General Fund	$	6,413,911.61
Annual Operating Budget 2025	$	11,413,210.00
General Fund - Months in Reserve		6.7
General Fund - Percent in Reserve		56.2%

YTD Spending Summary

* We're on target with spending, and our YTD percentage expended is 8.9%
* Last year at this time, we had expended 7.6%

Levy Collection

* To date, 0.04% of the total Tax revenue has been collected

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Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 01/31/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	$4,230.75	$0.00	$0.00	$0.00	$0.00	$4,230.75
Interest Income	$16,465.95	$0.00	$30,197.16	$0.00	$0.00	$46,663.11
Miscellaneous Fees	$1,631.28	$0.00	$0.00	$0.00	$0.00	$1,631.28
Foundation Reimbursement	$1,427.20	$0.00	$0.00	$0.00	$0.00	$1,427.20
Miscellaneous Income	$2.50	$0.00	$0.00	$0.00	$43.48	$45.98
Total Revenues	**$23,757.68**	**$0.00**	**$30,197.16**	**$0.00**	**$43.48**	**$53,998.32**
Expenses						
Salaries & Benefits	$609,116.08	$0.00	$0.00	$0.00	$0.00	$609,116.08
Management Expense	$26,202.88	$0.00	$0.00	$0.00	$0.00	$26,202.88
Operating Expense	$162,198.55	$0.00	$0.00	$0.00	$0.00	$162,198.55
Building Expense	$41,746.85	$0.00	$0.00	$0.00	$0.00	$41,746.85
Library Materials	$107,337.43	$0.00	$0.00	$0.00	$0.00	$107,337.43
Reimbursable Expense	$1,312.99	$0.00	$0.00	$0.00	$0.00	$1,312.99
Total Expenses	**$947,914.78**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$947,914.78**
BEGINNING FUND BALANCE	**$7,338,068.71**	**$2,116,046.26**	**$4,900,166.09**	**$0.00**	**$573,393.11**	**$14,927,674.17**
NET SURPLUS/(DEFICIT)	**($924,157.10)**	**$0.00**	**$30,197.16**	**$0.00**	**$43.48**	**($893,916.46)**
ENDING FUND BALANCE	**$6,413,911.61**	**$2,116,046.26**	**$4,930,363.25**	**$0.00**	**$573,436.59**	**$14,033,757.71**

Mount Prospect Public Library
Revenue Report
For the Period Ended 01/31/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	$4,230.75	$4,230.75	$11,150,060.00	$11,145,829.25	0.04%	99.96%
Illinois Per Capita Grant	$0.00	$0.00	$83,900.00	$83,900.00	0.00%	100.00%
Interest Income	$16,465.95	$16,465.95	$100,000.00	$83,534.05	16.47%	83.53%
Fees	$1,561.53	$1,561.53	$18,250.00	$16,688.47	8.56%	91.44%
For Sale Items	$69.75	$69.75	$400.00	$330.25	17.44%	82.56%
Miscellaneous Income	$45.98	$45.98	$5,000.00	$4,954.02	0.92%	99.08%
Friends Reimbursement	$0.00	$0.00	$44,400.00	$44,400.00	0.00%	100.00%
Foundation Reimbursement	$1,427.20	$1,427.20	$11,200.00	$9,772.80	12.74%	87.26%
Village Reimbursement	$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 In	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%
Total Library Fund	$23,801.16	$23,801.16	$11,413,210.00	$11,389,408.84	0.21%	99.79%
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	$30,197.16	$30,197.16	$0.00	($30,197.16)	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	$30,197.16	$30,197.16	$0.00	($30,197.16)	0.00%	0.00%

Mount Prospect Public Library
Revenue Report

For the Period Ended 01/31/2025

Gift Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Bank Interest	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%
Miscellaneous Income	$43.48	$43.48	$5,000.00	$4,956.52	0.87%	99.13%
Donations	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%
Total Gift Fund	$43.48	$43.48	$5,000.00	$4,956.52	0.87%	99.13%

Mount Prospect Public Library
Expense Report
For the Period Ended 01/31/2025

Library Fund	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Salaries & Benefits						
Salaries	$481,403.67	$481,403.67	$6,065,713.00	$5,584,309.33	7.94%	92.06%
IMRF	$28,256.82	$28,256.82	$365,463.00	$337,206.18	7.73%	92.27%
MC/FICA	$35,749.63	$35,749.63	$461,583.00	$425,833.37	7.75%	92.26%
Medical Insurance	$63,555.71	$63,555.71	$795,000.00	$731,444.29	7.99%	92.01%
Life Insurance	$150.25	$150.25	$3,000.00	$2,849.75	5.01%	94.99%
Unemployment Compensation Tax	$0.00	$0.00	$7,000.00	$7,000.00	0.00%	100.00%
Total Salaries & Benefits	$609,116.08	$609,116.08	$7,697,759.00	$7,088,642.92	7.91%	92.09%
Management Expenses						
Audit	$0.00	$0.00	$6,600.00	$6,600.00	0.00%	100.00%
Legal Fees	$675.00	$675.00	$10,000.00	$9,325.00	6.75%	93.25%
Printing	$8,605.19	$8,605.19	$100,000.00	$91,394.81	8.61%	91.39%
Marketing	$2,914.18	$2,914.18	$100,800.00	$97,885.82	2.89%	97.11%
Professional Dues	$1,418.00	$1,418.00	$14,500.00	$13,082.00	9.78%	90.22%
Board Development	$0.00	$0.00	$3,100.00	$3,100.00	0.00%	100.00%
Human Resources	$12,349.82	$12,349.82	$174,400.00	$162,050.18	7.08%	92.92%
Other Operating	$915.69	$915.69	$42,655.00	$41,739.31	2.15%	97.85%
Total Management Expenses	$26,877.88	$26,877.88	$452,055.00	$425,177.12	5.95%	94.05%
Operating Expenses						
Telecommunications	$2,570.23	$2,570.23	$34,900.00	$32,329.77	7.36%	92.64%
Insurance	$102,295.90	$102,295.90	$105,000.00	$2,704.10	97.42%	2.58%
Office Supplies	$1,699.17	$1,699.17	$30,050.00	$28,350.83	5.65%	94.35%
Library Supplies	$464.81	$464.81	$25,500.00	$25,035.19	1.82%	98.18%
Postage	$3,276.89	$3,276.89	$34,000.00	$30,723.11	9.64%	90.36%
Contract Services	$22,275.07	$22,275.07	$118,600.00	$96,324.93	18.78%	81.22%
Software	$29,616.48	$29,616.48	$141,375.00	$111,758.52	20.95%	79.05%
Total Operating Expenses	$162,198.55	$162,198.55	$489,425.00	$327,226.45	33.14%	66.86%

Mount Prospect Public Library
Expense Report
For the Period Ended 01/31/2025

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	$4,434.69	$4,434.69	$156,710.00	$152,275.31	2.83%	97.17%
Hardware & System Maintenance	$8,666.48	$8,666.48	$148,525.00	$139,858.52	5.84%	94.17%
Janitorial	$5,625.34	$5,625.34	$79,300.00	$73,674.66	7.09%	92.91%
Equipment	$17,160.06	$17,160.06	$192,220.00	$175,059.94	8.93%	91.07%
Utilities	$5,860.28	$5,860.28	$47,951.00	$42,090.72	12.22%	87.78%
Total Building Expenses	$41,746.85	$41,746.85	$624,706.00	$582,959.15	6.68%	93.32%
Services and Resources						
Adult Print	$16,446.12	$16,446.12	$256,800.00	$240,353.88	6.40%	93.60%
Adult AV	$1,797.51	$1,797.51	$33,400.00	$31,602.49	5.38%	94.62%
Youth Print	$8,580.35	$8,580.35	$177,800.00	$169,219.65	4.83%	95.17%
Youth AV	$1,212.41	$1,212.41	$24,000.00	$22,787.59	5.05%	94.95%
Magazines	$7,178.37	$7,178.37	$18,600.00	$11,421.63	38.59%	61.41%
Electronic Resources	$17,458.48	$17,458.48	$190,000.00	$172,541.52	9.19%	90.81%
Digital Media	$36,116.77	$36,116.77	$338,065.00	$301,948.23	10.68%	89.32%
E-Learning	$7,500.00	$7,500.00	$50,000.00	$42,500.00	15.00%	85.00%
Library of Things	$6,135.42	$6,135.42	$75,000.00	$68,864.58	8.18%	91.82%
Microform	$0.00	$0.00	$700.00	$700.00	0.00%	100.00%
Processing Supplies	$2,097.48	$2,097.48	$28,000.00	$25,902.52	7.49%	92.51%
Programs	$2,814.52	$2,814.52	$101,300.00	$98,485.48	2.78%	97.22%
Total Services and Resources	$107,337.43	$107,337.43	$1,293,665.00	$1,186,327.57	8.30%	91.70%
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	$901.15	$901.15	$11,200.00	$10,298.85	8.05%	91.95%
Friends Expenses	$411.84	$411.84	$44,400.00	$43,988.16	0.93%	99.07%
Grant Expenses	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%
VOMP Expenses	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%
Total Sponsored Expenses	$1,312.99	$1,312.99	$55,600.00	$54,287.01	2.36%	97.64%

Mount Prospect Public Library
Expense Report
For the Period Ended 01/31/2025

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	$948,589.78	$948,589.78	$11,413,210.00	$10,464,620.22	8.31%	91.69%
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	$0.00	$0.00	$0.00	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	$0.00	$0.00	$250,000.00	$250,000.00	0.00%	100.00%
400-7810-99 Transfer to Gift Fund	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%
400-7820-99 Transfer to Library Fund	$0.00	$0.00	$0.00	$0.00	0.00%	0.00%
Total Capital Project Fund	$0.00	$0.00	$250,000.00	$250,000.00	0.00%	100.00%
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	$0.00	$50,000.00	$50,000.00	0.00%	100.00%
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%
	$0.00	$0.00	$50,000.00	$50,000.00	0.00%	100.00%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/01/2025	USPS	$14.22
01/02/2025	AMAZON	$8.99
01/02/2025	AMAZON	$8.99
01/02/2025	AMAZON	$2.99
01/02/2025	DISNEY	$29.99
01/02/2025	NETFLIX	$15.49
01/03/2025	1ST METROPOLITAN TRA	$126.50
01/03/2025	BAKER & TAYLOR, INC.	$3839.35
01/03/2025	CINTAS #22	$169.41
01/03/2025	DAVID PHAN	$800.00
01/03/2025	DEMCO	$1767.62
01/03/2025	GRAPHIC 14 INC.	$364.50
01/03/2025	INGRAM	$2960.38
01/03/2025	MIDWEST TAPE	$14.00
01/03/2025	OVERDRIVE, INC.	$1123.80
01/03/2025	PLAYAWAY PRODUCTS LL	$69.94
01/03/2025	RISK PROGRAM ADMINIS	$79.00
01/03/2025	SUPERIOR INDUSTRIAL	$354.25
01/03/2025	Payroll 2025-0103	$143849.85
01/03/2025	Payroll 2025-0103	$53422.55
01/03/2025	EMPLOYEE BENEFITS CO	$1418.39
01/03/2025	USPS	$15.46
01/03/2025	USPS	$11.00
01/03/2025	AMAZON	$8.99
01/03/2025	AMAZON	$8.99
01/03/2025	VISTAPRINT	$109.95
01/03/2025	KD MARKET	$13.45
01/05/2025	MICROSOFT	$44.00
01/05/2025	MICROSOFT	$6.60
01/05/2025	USPS	$8.56
01/05/2025	USPS	$15.22
01/05/2025	NETFLIX	$15.49
01/05/2025	NETFLIX	$15.49
01/05/2025	NETFLIX	$15.49
01/05/2025	NETFLIX	$15.49
01/05/2025	APPLE.COM	$99.00
01/05/2025	AMAZON	$8.99
01/05/2025	AMAZON	$8.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/05/2025	AMAZON	$8.99
01/05/2025	AMAZON	$8.99
01/05/2025	AMAZON	$8.99
01/05/2025	AMAZON	$8.99
01/05/2025	AMAZON	$8.99
01/05/2025	AMAZON	$55.24
01/05/2025	AMAZON	$32.99
01/05/2025	ID LABEL, INC.	$755.40
01/05/2025	NETFLIX	$15.49
01/06/2025	EXPERT PAY CHILD SUP	$188.31
01/06/2025	ICMA RETIREMENT TRUS	$6440.14
01/06/2025	AMAZON	$26.49
01/06/2025	NETFLIX	$15.49
01/06/2025	AMAZON	$22.71
01/06/2025	AMAZON	$32.80
01/06/2025	AMAZON	$23.34
01/07/2025	AT&T ACH	$109.58
01/07/2025	AT&T ACH	$745.82
01/07/2025	USPS	$15.46
01/07/2025	NETFLIX	$15.49
01/07/2025	NETFLIX	$15.49
01/07/2025	KNOWBE4, INC.	$4761.81
01/07/2025	AMAZON	$10.73
01/07/2025	AMAZON	$34.98
01/07/2025	AMAZON	$7.49
01/07/2025	NATIONAL GENEALOGICA	$335.00
01/07/2025	GENEALOGICAL.COM, IN	$54.35
01/07/2025	FAMILY ROOTS PUBLISH	$34.91
01/07/2025	CREATIVE MARKET LABS	$19.00
01/08/2025	AMAZON	$3.99
01/08/2025	AMAZON	$14.90
01/08/2025	AMAZON	$17.95
01/08/2025	BARRONS	$29.99
01/08/2025	UPRINTING	$454.76
01/09/2025	JEWEL OSCO	$14.99
01/09/2025	AMAZON	$2.99
01/09/2025	DISNEY	$29.99
01/09/2025	NETFLIX	$15.49

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/09/2025	USPS	$12.75
01/09/2025	USPS	$11.41
01/10/2025	AMERICAN LANDSCAPING	$190.00
01/10/2025	AUTOMATIC DOORS, INC	$555.00
01/10/2025	BAKER & TAYLOR, INC.	$5899.54
01/10/2025	CINTAS #22	$169.41
01/10/2025	DEMCO	$9832.68
01/10/2025	EXPERT AQUARIUM SERV	$2000.00
01/10/2025	FAMBRO MANAGEMENT LL	$280.00
01/10/2025	GREY HOUSE PUBLISHIN	$1525.80
01/10/2025	ILLINOIS DEPARTMENT	$1067.60
01/10/2025	IMPERIAL SURVEILLANC	$4584.10
01/10/2025	INGRAM	$4170.05
01/10/2025	INTEGRATED CONTROL T	$4148.00
01/10/2025	Library Furniture In	$8439.00
01/10/2025	LIBRARY IDEAS, LLC	$219.80
01/10/2025	MENARDS	$23.96
01/10/2025	MIDWEST TAPE	$25.73
01/10/2025	MORNINGSTAR FUNDINVE	$10879.00
01/10/2025	MOUNT PROSPECT PAINT	$59.99
01/10/2025	OVERDRIVE, INC.	$2988.52
01/10/2025	PLAYAWAY PRODUCTS LL	$327.94
01/10/2025	RAILS	$16250.00
01/10/2025	RISK PROGRAM ADMINIS	$13258.00
01/10/2025	STEPHEN QUANDT FELIN	$225.00
01/10/2025	THE NEW YORK TIMES	$3016.00
01/10/2025	W. W. GRAINGER, INC.	$23.99
01/10/2025	WAREHOUSE DIRECT	$533.84
01/10/2025	WORLD ARCHIVES	$4674.00
01/10/2025	AFLAC	$181.92
01/10/2025	REPUBLIC SERVICES #5	$310.32
01/10/2025	REPUBLIC SERVICES #5	$6.98
01/10/2025	AMAZON	$7.97
01/10/2025	AMAZON	$20.99
01/10/2025	AMAZON	$6.89
01/10/2025	DELL MARKETING L.P.	$525.36
01/10/2025	AMAZON	$153.86
01/10/2025	AMAZON	$8.99

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/10/2025	AMAZON	$14.96
01/10/2025	AMAZON	$17.63
01/10/2025	AMAZON	$34.84
01/12/2025	AMAZON	$23.50
01/12/2025	VILLAGE OF MOUNT PRO	$675.00
01/12/2025	PREVENTION	$36.00
01/12/2025	AMAZON	$29.85
01/12/2025	AMAZON	$30.60
01/12/2025	JEWEL OSCO	$17.98
01/12/2025	KHEPRI KITCHEN+ COFF	$109.78
01/13/2025	SHELL OIL COMPANY	$35.50
01/13/2025	NETFLIX	$15.49
01/13/2025	NETFLIX	$15.49
01/13/2025	NETFLIX	$15.49
01/13/2025	NETFLIX	$15.49
01/13/2025	WALL STREET JOURNAL	$64.99
01/13/2025	AMAZON	$86.51
01/13/2025	AMAZON	$58.35
01/14/2025	DESIGN PICKLE LLC	$14.99
01/14/2025	AMAZON	$2.99
01/14/2025	DISNEY	$29.99
01/14/2025	SNAPPR	$365.66
01/14/2025	USPS	$11.77
01/14/2025	AMAZON	$8.99
01/14/2025	ILLINOIS LIBRARY AS	$128.00
01/14/2025	ILLINOIS LIBRARY AS	$260.00
01/15/2025	GOTPRINT.COM	$175.88
01/15/2025	USPS	$4.78
01/15/2025	AMAZON	$20.86
01/15/2025	WALMART	$51.52
01/15/2025	ILLINOIS LIBRARY AS	$128.00
01/16/2025	AMAZON	$2.99
01/16/2025	APPLE.COM	$9.99
01/16/2025	AMAZON	$31.88
01/16/2025	AMAZON	$29.12
01/16/2025	USPS	$7.13
01/16/2025	AMAZON	$28.57
01/16/2025	AMAZON	$29.88

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/16/2025	AMAZON	$50.82
01/16/2025	AMAZON	$50.33
01/16/2025	AMAZON	$83.16
01/16/2025	BRITBOX	$89.99
01/16/2025	PERSONAL FINANCE	$139.00
01/17/2025	2025-0115 Sales Tax Payment	$53.00
01/17/2025	Payroll 2025-0117	$143699.22
01/17/2025	Payroll 2025-0117	$53294.16
01/17/2025	BAKER & TAYLOR, INC.	$2192.26
01/17/2025	EUGENE FLYNN	$240.00
01/17/2025	F.E.MORAN, INC. FIRE	$1310.00
01/17/2025	FAR EASTERN BOOKS	$325.00
01/17/2025	IMAGE SYSTEMS & BUSI	$272.20
01/17/2025	INGRAM	$714.68
01/17/2025	J.D. POWER	$817.00
01/17/2025	LACONI, INC. ADMIN	$150.00
01/17/2025	NEWS BANK, INC.	$7448.00
01/17/2025	RAILS	$8396.00
01/17/2025	ROTARY CLUB OF RIVER	$230.00
01/17/2025	SOUND INCORPORATED	$217.50
01/17/2025	SUZAN J. BATES	$175.00
01/17/2025	TeleCurve, LLC	$565.00
01/17/2025	TODAY'S BUSINESS SOL	$2678.50
01/17/2025	W. W. GRAINGER, INC.	$62.74
01/17/2025	WAREHOUSE DIRECT	$631.00
01/17/2025	EXPERT PAY CHILD SUP	$188.31
01/17/2025	EMPLOYEE BENEFITS CO	$1418.39
01/17/2025	AMAZON	$8.99
01/17/2025	AMAZON	$2.99
01/17/2025	AMAZON	$8.99
01/17/2025	DELL MARKETING L.P.	$15605.44
01/17/2025	MEN'S HEALTH	$49.94
01/17/2025	CONDE NAST PUBLICATI	$179.99
01/17/2025	WALMART	$16.84
01/17/2025	AMERICAN LIBRARY AS	$125.00
01/17/2025	EMERSON'S ALE HOUSE	$28.36
01/17/2025	LANDS' END	$199.32
01/19/2025	WALMART	$34.16

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/19/2025	SCIENTIFIC AMERICAN	$49.99
01/19/2025	AMAZON	$62.96
01/19/2025	ONLINE LABELS, INC	$73.54
01/19/2025	AMAZON	$63.76
01/19/2025	VISTAPRINT	$480.23
01/20/2025	DISNEY	$29.99
01/20/2025	DISNEY	$29.99
01/20/2025	AMAZON SERVICES LLC	$133.14
01/20/2025	HOT ROD	$50.00
01/21/2025	COMCAST BUSINESS	$234.90
01/21/2025	ICMA RETIREMENT TRUS	$6368.80
01/21/2025	DISNEY	$29.99
01/21/2025	DISNEY	$29.99
01/21/2025	DISNEY	$29.99
01/21/2025	AMAZON	$243.96
01/21/2025	AMAZON	$84.69
01/21/2025	AQUENT LLC	$440.00
01/21/2025	AMERICAN LIBRARY AS	$225.00
01/21/2025	COSTCO	$17.78
01/22/2025	AMAZON	$47.78
01/22/2025	VISTAPRINT	$83.03
01/22/2025	DISNEY	$29.99
01/22/2025	DISNEY	$29.99
01/22/2025	DISNEY	$29.99
01/22/2025	DISNEY	$29.99
01/22/2025	DISNEY	$29.99
01/22/2025	DISNEY	$29.99
01/22/2025	DISNEY	$29.99
01/22/2025	DISNEY	$29.99
01/22/2025	OpenAI	$20.00
01/23/2025	PET BENEFIT SOLUTION	$60.50
01/23/2025	VERIZON WIRELESS	$391.73
01/23/2025	AMAZON	$18.99
01/23/2025	AMAZON	$48.94
01/23/2025	ACORN TV	$79.99
01/23/2025	AMAZON	$16.98
01/23/2025	AMAZON	$8.99
01/23/2025	AMC PLUS	$95.88

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/23/2025	NETFLIX	$15.49
01/23/2025	NETFLIX	$15.49
01/23/2025	SPOTIFY	$19.99
01/23/2025	AMAZON	$39.47
01/23/2025	4-IMPRINT	$1117.66
01/24/2025	ACCURATE EMPLOYMENT	$63.94
01/24/2025	AMAZON	$8725.97
01/24/2025	AMERICAN LANDSCAPING	$380.00
01/24/2025	BAKER & TAYLOR, INC.	$455.26
01/24/2025	CINTAS #22	$169.41
01/24/2025	CRYSTAL MAINTENANCE	$2980.00
01/24/2025	HR SOURCE	$300.00
01/24/2025	INGRAM	$466.03
01/24/2025	KANOPY, INC.	$752.00
01/24/2025	KRUEGER INTERNATIONA	$30516.00
01/24/2025	LIBRARIES FIRST	$10173.00
01/24/2025	LIBRARIES OF ILLINOI	$102295.90
01/24/2025	MENARDS	$23.96
01/24/2025	MIDWEST TAPE	$5530.73
01/24/2025	MT. PROSPECT DOWNTOW	$75.00
01/24/2025	NPN360	$887.75
01/24/2025	PROQUEST INFORMATION	$11806.42
01/24/2025	RIVISTAS, LLC	$5747.37
01/24/2025	ROSA M ZILINSKAS	$240.00
01/24/2025	SOUND INCORPORATED	$152.00
01/24/2025	THE GOALDEN SYSTEM	$350.00
01/24/2025	THOMSON REUTERS - WE	$1489.52
01/24/2025	VILLAGE OF MOUNT PRO	$1177.53
01/24/2025	W. W. GRAINGER, INC.	$123.79
01/24/2025	VENTRA	$91.00
01/24/2025	USPS	$5.14
01/24/2025	YOTO USA	$120.90
01/24/2025	APPLE.COM	$99.00
01/24/2025	FUN EXPRESS	$45.90
01/24/2025	4-IMPRINT	$260.11
01/26/2025	AMAZON	$43.61
01/26/2025	AMAZON	$159.99
01/26/2025	NETFLIX	$15.49

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Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/26/2025	ALA	$93.00
01/28/2025	POSTMASTER	$2420.45
01/28/2025	AMAZON	$314.58
01/28/2025	CALLING POST COMMUNI	$9.99
01/28/2025	AMAZON	$19.96
01/29/2025	SNAPPR	$325.91
01/29/2025	APPLE.COM	$99.00
01/29/2025	HEARST MAGAZINES	$18.00
01/29/2025	MAGNOLIA JOURNAL	$35.00
01/29/2025	NATIONAL PARKS CONSE	$36.75
01/29/2025	A24	$67.00
01/29/2025	STICKER MULE	$1026.00
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$2.99
01/30/2025	AMAZON	$22.98
01/30/2025	USPS	$12.88
01/30/2025	SCIENTIFIC AMERICAN	$33.00
01/30/2025	ONLINE LABELS, INC	$220.43
01/31/2025	Payroll 2025-0131	$159782.59
01/31/2025	Payroll 2025-0131	$60139.28
01/31/2025	BAKER & TAYLOR, INC.	$4563.55
01/31/2025	CAPSTONE	$1999.00
01/31/2025	EUGENE FLYNN	$200.00
01/31/2025	FILTER SERVICES INC	$1181.36
01/31/2025	ILLINOIS LIBRARY AS	$750.00
01/31/2025	INGRAM	$466.86
01/31/2025	MARK D. ANDERSON	$350.00
01/31/2025	MOVEMENT REVOLUTION	$800.00
01/31/2025	NPN360	$15387.97
01/31/2025	OVERDRIVE, INC.	$2981.96

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Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 01/31/2025

Date	Source	Amount
01/31/2025	PEREGRINE, STIME, NE	$675.00
01/31/2025	PLAYAWAY PRODUCTS LL	$292.69
01/31/2025	RAILS	$3725.85
01/31/2025	RECORD INFORMATION S	$1344.00
01/31/2025	STATE GRAPHICS	$969.66
01/31/2025	STEVE BELLIVEAU	$50.00
01/31/2025	SUPERIOR INDUSTRIAL	$319.20
01/31/2025	THOMAS MACENTEE	$150.00
01/31/2025	WAREHOUSE DIRECT	$986.08
01/31/2025	FRIENDS OF THE MPPL	$86.75
01/31/2025	EMPLOYEE BENEFITS CO	$1418.39
01/31/2025	EMPLOYEE BENEFITS CO	$111.95
01/31/2025	EXPERT PAY CHILD SUP	$188.31
01/31/2025	VILLAGE OF MOUNT PRO	$73965.06
01/31/2025	VILLAGE OF MOUNT PRO	$112.00
01/31/2025	VILLAGE OF MOUNT PRO	$94361.54
01/31/2025	CONSTANT CONTACT	$3000.90
01/31/2025	MAGIC DESKTOP	$298.00
01/31/2025	MOBILE BEACON	$240.00
01/31/2025	ZOOM	$208.00
01/31/2025	AMAZON	$28.77
01/31/2025	ALA	$184.95
01/31/2025	ALA	$184.95
01/31/2025	AMAZON	$97.76
		$1199375.45

RESOLUTION 2025-2

RESOLUTION OF APPRECIATION FOR
THE MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION

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

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

WHEREAS, in 2024 they provided over $8,000 in direct support of library events and programs such as youth and adult programming, summer reading, Shakespeare Project of Chicago performances, Dial-A-Story, and the Laura Luteri Memorial Garden;

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

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

Sincere appreciation of their continued dedication and support of the library is duly noted in this official meeting of the Library Board on February 20, 2025. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 20th day of February 2025.

_____
Marie Bass
Library Board President

RESOLUTION 2025-3

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

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

WHEREAS, in 2024 they provided over $41,000 in support of library efforts such as a Youth sensory table, LEGO Train Club, FanFest, custom Monty costume, volunteer recognition event, Laura Luteri Memorial Garden, staff morale support, Youth outreach book giveaways, Youth programs, and the annual Teddy Bear Walk;

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

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

Sincere appreciation of their continued dedication and support of the library is duly noted in this official meeting of the Library Board on February 20, 2025. Residents of all ages benefit from their generosity of funds and volunteer time.

AYES: _____

NAYS: _____

ABSENT: _____

Passed and approved this 20th day of February 2025.

_____
Marie Bass
Library Board President

MOUNT PROSPECT PUBLIC LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

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

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

Library Director's Information

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

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

Library Information

Please provide the requested information about the library type.

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

Contract for Services

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

Number of contracting libraries:

Legal name of library you contract with:

Administrative Information

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

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

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:
1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

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

SERVICE OUTLETS (2.1 – 2.16)

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

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

Service Outlet Name

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

ISL Control Number

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

Street Address

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

Address

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

County & Phone

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

Square Feet

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

IDs

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet
South Branch	2,359	52	21,275
MT. PROSPECT P.L.	3,645	52	335,904

ANNUAL REPORT DATA (3.1 - 3.7)

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

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	01/01/2024
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	12/31/2024
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Jan Peterson
3.5 Telephone Number of Person Preparing Report	847-253-5675
3.6 FAX Number	847-253-5977
3.7 E-Mail Address	janp@mppl.org

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REFERENDA (4.1 – 4.7)

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

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

Referendum 1

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

Referendum 2

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

Referendum 3

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

Referendum 4

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

Referendum 5

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

CURRENT LIBRARY BOARD (5.1 – 5.13)

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

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

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	-1Not Applicable
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	**Mary Anne Benden**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**04/2029**
5.8 Telephone Number	**847-927-1847**
5.9 E-mail Address	**mbenden@mppl.org**
5.10 Home Address	**409 S I-Oka Ave**
5.11 City	**Mount Prospect**
5.12 State	**IL**
5.13 Zip Code	**60056**

Second member

5.5 Name	**Sylvia G. Fulk**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**04/2025**
5.8 Telephone Number	**312-593-6385**
5.9 E-mail Address	**sfulk@mppl.org**
5.10 Home Address	**402 North MacArthur Blvd**
5.11 City	**Mount Prospect**
5.12 State	**IL**
5.13 Zip Code	**60056**

Third member

5.5 Name	**Marie Bass**
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	**04/2029**
5.8 Telephone Number	**708-738-1496**
5.9 E-mail Address	**mbass@mppl.org**
5.10 Home Address	**417 North Eastwood Ave**
5.11 City	**Mount Prospect**
5.12 State	**IL**
5.13 Zip Code	**60056**

Fourth member

5.5 Name	**Kristine O'Sullivan**
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	**04/2027**
5.8 Telephone Number	**312-307-0134**
5.9 E-mail Address	**kosullivan@mppl.org**
5.10 Home Address	**205 North Maple Street**
5.11 City	**Mount Prospect**
5.12 State	**IL**
5.13 Zip Code	**60056**

Fifth member

5.5 Name	**Brian Gilligan**
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	**04/2025**
5.8 Telephone Number	**847-437-4919**

5.9 E-mail Address	**bgilligan@mppl.org**
5.10 Home Address	**1103 Hunt Club Drive, Unit 327**
5.11 City	**Mount Prospect**
5.12 State	**IL**
5.13 Zip Code	**60056**

Sixth member

5.5 Name	**Sylvia M. Haas**
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	**04/2029**
5.8 Telephone Number	**630-248-4276**
5.9 E-mail Address	**shaas@mppl.org**
5.10 Home Address	**115 N. Emerson Street**
5.11 City	**Mount Prospect**
5.12 State	**IL**
5.13 Zip Code	**60056**

Seventh member

5.5 Name	**Rosemary Groenwald**
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	**04/2027**
5.8 Telephone Number	**847-989-3884**
5.9 E-mail Address	**rgroenwald@mppl.org**
5.10 Home Address	**203 N Russel Street**
5.11 City	**Mount Prospect**
5.12 State	**IL**
5.13 Zip Code	**60056**

Eighth member

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

Ninth member

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

FACILITY/FACILITIES (6.1-6.3b)

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

6.1 Total Number of Meeting Rooms	**5**
6.2 Total number of times meeting room(s) used by the public during the fiscal year	**237**
6.3 Total Number of Study Rooms	**12**
6.3b Total number of times study room(s) used by the public during the fiscal year	**13,127**

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities					**1**	

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters – Number of Buildings	Headquarters – Estimate $	Other Facilities – Number of Buildings	Other Facilities – Estimate $
General repair/remodeling	1	$0	0	$0
Structural repairs (walls, foundations, etc.)	1	$0	0	$0
Roof repair/replacement	1	$0	0	$0
Heating/ventilation/air conditioning	1	$634,294	0	$0
Electrical systems other than alarms	1	$68,000	0	$0
Plumbing systems	1	$17,522	0	$0
Egress systems (doors, stairs, etc.)	1	$0	0	$0
Fire protection (detectors, alarms, etc.)	1	$0	0	$0
Asbestos abatement	1	$0	0	$0
Security measures	1	$0	0	$0
Energy conservation	1	$0	0	$0
Repair of sidewalks, curbing, parking areas	1	$0	0	$0
Accessibility measures	1	$0	0	$0
Technology upgrading	1	$0	0	$0
New building construction (construction of a new facility)	1	$0	0	$0
Building additions (adding square feet to existing facility)	1	$0	0	$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters – Number of Buildings	Headquarters – Estimate $	Other Facilities – Number of Buildings	Other Facilities – Estimate $
General repair/remodeling	1	$0	0	$0
Structural repairs (walls, foundations, etc.)	1	$0	0	$0
Roof repair/replacement	1	$0	0	$0
Heating/ventilation/air conditioning	1	$43,000	0	$0
Electrical systems other than alarms	1	$5,000	0	$0

Plumbing systems	1	$17,522	0	$0
Egress systems (doors, stairs, etc.)	1	$112,000	0	$0
Fire protection (detectors, alarms, etc.)	1	$30,000	0	$0
Asbestos abatement	1	$0	0	$0
Security measures	1	$10,000	0	$0
Energy conservation	1	$0	0	$0
Repair of sidewalks, curbing, parking areas	1	$0	0	$0
Accessibility measures	1	$0	0	$0
Technology upgrading	1	$121,520	0	$0
New building construction (construction of a new facility)	1	$0	0	$0
Building additions (adding square feet to existing facility)	1	$0	0	$0

ASSETS AND LIABILITIES (7.1 - 7.13)

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

Property

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

| 7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? | $44,710,000 |
| 7.2 During the last fiscal year, did the library acquire any real and/or personal property? | Yes |

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

7.3 Purchase	$415,348
7.4 Legacy	$0
7.5 Gift	$0
7.6 Other	$0
7.7 Provide a general description of the property acquired.	Library Furnishings and Equipment

Fiscal Accumulations

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

| 7.8 Does your library have any fiscal accumulations (reserve funds, outstanding fund balances, etc.)? | Yes |
| 7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. | Working Cash Reserve $2,212,206.26 AND Capital Project Fund (Restricted) $4,900,166.09 |

Liabilities

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

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	$481,770
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	Accounts Payable

OPERATING RECEIPTS BY SOURCE (8.1 – 8.21)

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

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

NOTE: Round answers to the nearest whole dollar.

Local Government

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

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) [1]	**$11,053,902**
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	**$11,070,060**

State Government

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

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

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.2 Per capita grant	**$84,425**
8.3 Equalization aid grant	**$0**
8.4 Personal property replacement tax	**$94,403**
8.5 Other State Government funds received	**$0**
8.6 If Other, please specify	**-1 Not Applicable**
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	**$178,828**

Federal Government

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

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact IPLAR@ilsos.gov or the Library Development Group at 217-524-8836.

8.8 LSTA funds received	**$0**
8.9 E-Rate funds received	**$0**
8.10 Other federal funds received	**$0**
8.11 If Other, please specify	**-1 Not Applicable**
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	**$0**

Other Income

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

8.13	Monetary Gifts and Donations	$1,974
8.14	Other receipts intended to be used for operating expenditures	$356,028
8.15	TOTAL all other receipts (8.13 + 8.14) [PLS 303]	$358,002
8.16	Other non-capital receipts placed in reserve funds	$0

Total Operating Receipts

8.17	TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	$11,590,732

Safeguarding of Library Funds

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

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 10% of the total funds received by the library in the last fiscal year...," or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 10% of the total funds received by the district in the last previous fiscal year...," or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 10% of the average amount of the district's operating fund from the prior 3 fiscal years."

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

OPERATING EXPENDITURES BY CATEGORY (9.1 – 11.2)

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

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

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

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

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

NOTE: Round answers to the nearest whole dollar.

9.1	Salaries and wages for all library staff [PLS 350]	$5,829,970

9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351] $1,552,783

9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.

9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352] $7,382,753

COLLECTION EXPENDITURES (10.1 - 10.4)

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

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	$397,998
10.2 Electronic Content Expenditures (e-books, databases, etc.) [PLS 354]	$556,774
10.3a Other Physical Materials Expenditures [PLS 355]	$157,940
10.3b Please list the types of materials purchased in 10.3a	AV, Library of Things, Microform
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	$1,112,712

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

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

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 358]	$1,528,597
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 357]	$10,024,062

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

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

Capital Revenue

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

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

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	$0
12.1b Local Government: Other	$0
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	$0
12.2 State Government [PLS 401]	$0
12.3 Federal Government [PLS 402]	$0
12.4 Other Capital Revenue [PLS 403]	$384,361
12.5 If Other, please specify	Interest Income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]	$384,361

Capital Expenditures

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

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital

appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	$2,531,235

PERSONNEL (13.1 - 13.46)

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

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

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

Group A

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

Summary	32	32	54.6600027.6200	37.5000037.5000
	13.1 Position Title	**13.2 Primary Work Area**	**13.3 Hourly Rate**	**13.4 Total Hours/Week**
	Deputy Director	Assistant Library Director	$54.66	37.50
	Business Librarian	Adult Services	$27.62	37.50
	Program Librarian	Adult Services	$28.17	37.50
	Technology Librarian	Adult Services	$30.41	37.50
	Research Assistant Department Head	Adult Services	$33.86	37.50
	Electronic Resources Librarian	Adult Services	$38.42	37.50
	Genealogy Librarian	Adult Services	$38.42	37.50
	Research Department Head	Adult Services	$44.80	37.50
	Cataloging Librarian	Cataloging	$27.58	37.50
	Elementary School Outreach Coordinator	Children\'s Services	$22.85	37.50
	Youth Collection Technology Assistant	Children\'s Services	$25.06	30.00
	Early Childhood Outreach Librarian	Children\'s Services	$28.26	37.50
	Youth Outreach Librarian	Children\'s Services	$28.80	37.50
	Youth Assistant Department Head	Children\'s Services	$30.10	37.50
	Collection Specialist Librarian	Children\'s Services	$30.41	37.50
	Technology Youth Librarian	Children\'s Services	$32.20	37.50
	Youth Department Head	Children\'s Services	$37.33	37.50
	Circulation Assistant Department Head	Circulation	$31.16	37.50
	Circulation Department Head	Circulation	$43.93	37.50
	Collection Development Librarian	Collection Development Acquisitions	$27.43	37.50
	Collection Development Manager	Collection Development Acquisitions	$34.10	37.50
	Technical Services Department Head	Collection Development Acquisitions	$38.82	37.50
	Technical Services Assistant Department Head	Collection Development Acquisitions	$40.86	37.50
	Executive Director	Library Director	$77.00	37.50
	Community Engagement Director	Other Type of Librarian	$42.86	37.50
	Fiction Programming Librarian	Young Adult Services	$25.64	37.50
	Adult Programming Librarian	Young Adult Services	$27.31	37.50
	Fiction Librarian	Young Adult Services	$30.41	37.50
	Teen Services Librarian	Young Adult Services	$30.41	37.50
	Teen Services Librarian	Young Adult Services	$31.07	37.50
	Fiction/AV/Teen Assistant Department Head	Young Adult Services	$36.80	37.50

	Fiction/AV/Teen Department Head	Young Adult Services	$49.74	37.50

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]	29.81

Group A hidden group hours

Group B

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

Summary 28	28	28	18.1800021.580C	22.7500023.000C
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Research Assistant	Adult Services	Bachelor's Degree: No library science	$18.18	22.75
Research Assistant	Adult Services	Bachelor's Degree: No library science	$21.58	23.00
Research Assistant	Adult Services	Bachelor's Degree: No library science	$22.52	15.00
Technology Associate	Adult Services	Bachelor's Degree: No library science	$22.85	23.00
Technology Associate	Adult Services	Bachelor's Degree: No library science	$22.85	23.00
Research Assistant	Adult Services	Bachelor's Degree: No library science	$25.31	23.00
Program Associate	Adult Services	Bachelor's Degree: No library science	$27.50	37.50
Copy Cataloger	Cataloging	Bachelor's Degree: No library science	$24.87	37.50
Copy Cataloger	Cataloging	Bachelor's Degree: No library science	$28.32	37.50
Youth Program and Outreach Associate	Children\'s Services	Bachelor's Degree: No library science	$21.00	24.25
Youth Desk Assistant	Children\'s Services	Bachelor's Degree: No library science	$25.06	18.00
Youth Programming Librarian	Children\'s Services	Master's Degree: Not in library science	$26.66	37.50
Circulation Supervisor	Circulation	Less than a Bachelor's degree	$20.80	37.50
Circulation Supervisor	Circulation	Bachelor's Degree: No library science	$21.59	37.50
Acquistions Supervisor	Collection Development Acquisitions	Bachelor's Degree: No library science	$28.00	37.50
South Branch Patron Assistant	Other Type of Librarian	Bachelor's Degree: No library science	$18.18	9.25
South Branch Patron Assistant	Other Type of Librarian	Bachelor's Degree: No library science	$18.18	21.00
South Branch Patron Assistant	Other Type of Librarian	Master's Degree: Not in library science	$22.10	10.00
South Branch Youth & Family Program Coordinator	Other Type of Librarian	Bachelor's Degree: No library science	$23.76	37.50
South Branch Outreach Assistant	Other Type of Librarian	Master's Degree: Not in library science	$24.32	22.00
South Branch Assistant Manager	Other Type of Librarian	Bachelor's Degree: No library science	$29.86	37.50
Fiction/AV/Teen Assistant	Young Adult Services	Less than a Bachelor's degree	$18.18	21.00
Fiction/AV/Teen Assistant	Young Adult Services	Less than a Bachelor's degree	$18.18	21.00
Fiction/AV/Teen Assistant	Young Adult Services	Master's Degree: Not in library science	$18.18	21.00
Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	$20.38	25.00
Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	$21.78	24.00
Readers Advisor	Young Adult Services	Master's Degree: Not in library science	$22.10	22.00
Readers Advisor	Young Adult Services	Bachelor's Degree: No library science	$24.52	22.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	18.19
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	48.01

Group C

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

13.13 Total hours worked in a typical week by all Group C employees	1,565.75
13.14 Minimum hourly rate actually paid	$15.90
13.15 Maximum hourly rate actually paid	$46.15
13.16 Total FTE Group C employees (13.13 / 40)	39.14

Group D

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

13.17 Total hours worked in a typical week by all Group D employees	0.00
13.18 Minimum hourly rate actually paid	$0.00
13.19 Maximum hourly rate actually paid	$0.00
13.20 Total FTE Group D employees (13.17 / 40)	0.00

Group E

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

13.21 Total hours worked in a typical week by all Group E employees	257.50
13.22 Minimum hourly rate actually paid	$16.22
13.23 Maximum hourly rate actually paid	$31.20
13.24 Total FTE Group E employees (13.21 / 40)	6.44
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	45.58
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	93.59

Librarian Vacancies

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

Summary	1		1		37.50000	8.00000	49959.00000	74919.00000
	13.27 Position Title	13.28 Primary Work Area		13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Early Childhood Librarian	Children\'s Services		Master's Degree (ALA accredited)	37.50	8	$49,959.00	$74,919.00

Newly Created Librarian Positions

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

Summary	1		1		37.50000	1	1
	13.34 Position Title	13.35 Primary Work Area		13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	Fiction Programming Librarian	Young Adult Services		Master's Degree (ALA accredited)	37.50	Filled	04/2024

Eliminated Librarian Positions

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

Summary	3	3	3	37.5000037.5000	3	54592.00000490	3
	13.40 Position Title	**13.41 Primary Work Area**	**13.42 Education Level**	**13.43 Total Hours/Week**	**13.44 Date Eliminated (mm/year)**	**13.45 Last Annual Salary Paid**	**13.46 Reason Eliminated**
	Research Assistant	Adult Services	Bachelor's Degree: No library science	37.50	03/2024	$54,592	restructure of department staffing
	Advisory & Programming Librarian	Young Adult Services	Master's Degree (ALA accredited)	37.50	01/2024	$49,057	change in department structure and job description
	Youth Desk Assistant	Children\'s Services	Bachelor's Degree: No library science	8.00	08/2024	$7,979	restruction of job description and workload

LIBRARY VISITS (14.1 - 14.1a)

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

14.1 Total annual visits/attendance in the library [PLS 501]	357,179	
14.1a Library Visits Reporting Method [PLS 501a]		Annual Count

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 – 15.38)

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

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.
Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

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

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

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

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

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	571	24,182	51	27,586
Children (6-11)	381	16,121	14	4,252
Young Adults (12-18)	171	5,458	9	149
Adults (19 and older)	416	13,020	5	89
General Interest	19	7,054	5	391
Total	1,558	65,835	84	32,467

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

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	984	35,958
Synchronous In-Person Offsite Program Sessions	467	26,401
Synchronous Virtual Program Sessions	107	3,476
Total	1,558	65,835

Historic – retired 2021

15.1 Total Number of Children's Programs Retired 2021	
15.2 Children's Program Attendance Retired 2021	
15.3 Total Number of Children's Passive Programs Retired 2021	
15.4 Children's Passive Program Attendance Retired 2021	

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	44
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	5,711

REGISTERED USERS (16.1 – 16.4)

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

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

16.1 Total Number of Unexpired Resident Cards	**29,615**
16.2a Total Number of Unexpired Non-resident Cards	**29**
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	**29**
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	**0**
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	**$0.00**
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	**29,644**
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Does the library charge overdue fines to any users when they fail to return physical print materials by the date due? [PLS 504]	No
16.6 Did your library board adopt a policy to waive the non-resident fee for persons under the age of 18? [2]	No

RESOURCES OWNED (17.1 – 17.25)

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

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

17.1 Print Materials [PLS 450]	**317,523**
17.2 Current Print Serial Subscriptions	**264**
17.3 Total Print Materials (17.1+17.2)	**317,787**
17.4 Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	**24,528**
17.5 DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	**40,735**
17.6 Other Circulating Physical Items [PLS 462] [3]	**3,335**
17.7 Total Physical Items in Collection [PLS 461]	**386,121**

Electronic Materials and Collections

This section asks how the library obtains electronic materials, research databases and online learning platforms. Please answer yes or no to the following questions.

17.8 Did your library provide access to e-Books purchased solely by the library? Answer yes or no. [PLS 525]	Yes
17.9 Did your library provide access to e-Books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 526]	Yes
17.10 Did your library provide access to e-Books provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 527]	No
17.11 Did your library provide access to e-Serials purchased solely by the library? Answer yes or no. [PLS 528]	Yes
17.12 Did your library provide access to e-Serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 529]	Yes
17.13 Did your library provide access to e-Serials provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 530]	No
17.14 Did your library provide access to e-Audio purchased solely by the library? Answer yes or no. [PLS 531]	Yes
17.15 Did your library provide access to e-Audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 532]	Yes
17.16 Did your library provide access to e-Audio provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 533]	No
17.17 Did your library provide access to e-Video purchased solely by the library? Answer yes or no. [PLS 534]	Yes

17.18 Did your library provide access to e-Video purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 535]   No

17.19 Did your library provide access to e-Video provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 536]   No

17.20 Did your library provide access to research databases purchased solely by the library? Answer yes or no. [PLS 537]   Yes

17.21 Did your library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 538]   Yes

17.22 Did your library provide access to research databases provided by the State Library at no or minimal cost to the administrative entity? This is prefilled. [PLS 539]   Yes

17.23 Did your library provide access to online learning platforms purchased solely by the library? Answer yes or no. [PLS 540]   Yes

17.24 Did your library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Answer yes or no. [PLS 541]   Yes

17.25 Did your library provide access to online learning platforms provided by the State Library at no or minimal cost to your library? This is prefilled. [PLS 542]   Yes

USE OF RESOURCES (18.1 - 18.19)

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

18.1 Circulation of Adult Physical Material	357,553
18.2 Circulation of Young Adult Physical Material	28,614
18.3 Circulation of Children's Physical Material [PLS 549]	473,755
18.4 Total number of physical materials loaned (18.1 + 18.2 + 18.3)	859,922

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

18.5 Books- Physical	634,165
18.6 Videos/DVDs- Physical	135,496
18.7 Audios (include music)- Physical	29,046
18.8 Magazines/Periodicals- Physical	5,872
18.9 Other Items- Physical [PLS 561] [4]	61,020
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	865,599
18.11 Did your library offer automatic renewal for any physical materials during the reporting period? [PLS 505]	Yes
18.12 e-Book Circulation [PLS 545]	76,441
18.13 e-Serial Circulation [PLS 546]	32,687
18.14 e-Audio Circulation [PLS 547]	82,066
18.15 e-Video Circulation [PLS 548]	11,153
18.16 Use of Electronic Materials [PLS 552]	202,347
18.17 Total Circulation of Materials [PLS 550]	1,067,946
18.18 Interlibrary Loans Provided TO Other Libraries [PLS 575]	1,911
18.19 Interlibrary Loans Received FROM Other Libraries [PLS 576]	2,973

PATRON SERVICES (19.1-19.2)

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

Reference Transactions

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

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

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

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

19.1	Total Annual Reference Transactions [PLS 502]	143,299
19.1a	Reference Transactions Reporting Method [PLS 502a]	Annual Count

One-on-One Tutorials

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

19.2	Total Annual One-on-One Tutorials	209

AUTOMATION (20.1 - 20.5)

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

20.1	Total number of ALL computers in the library	247
20.2	Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)	72
20.3	Is your library's catalog automated?	Yes
20.4	Is your library's catalog accessible via the web?	Yes
20.5	Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

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

21.1	Does your library have Internet access?	Yes
21.2a	What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b	If Other, please specify	1 Gbps
21.3	What is the monthly cost of the library's internet access? [5]	$1,301
21.4	Number of Internet Computers Available for Public Use [PLS 650]	57
21.5	Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]	33,216
21.5a	Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]	Annual Count
21.6	Wireless Sessions Per Year [PLS 652]	62,078
21.6a	Reporting Method for Wireless Sessions [PLS 652a]	Annual Count
21.7	Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8	Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes

E-RATE (22.1 - 22.3)

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

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

STAFF DEVELOPMENT & TRAINING (23.1 - 23.3)

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

23.1	How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) [6]	$65,348
23.2	Does the above amount include travel expenses?	Yes
23.3	How many hours of training did employees receive this year? [7]	5,964.00

COMMENTS AND SUGGESTIONS (24.1-24.3)

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

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	**In 2024, we joined the CCS consortium, switching to their Polaris ILS from our SIRSI ILS. The reporting systems are different, which may result in minor changes in how our ILS data is counted or categorized.**
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	**In 2024, we implemented annual free printing/copying credits for Mount Prospect cardholders. Every cardholder gets $20 worth of free printing and copying. The free printing/copying credits reset at the beginning of each year.**
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

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

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

NOTE: If there ARE any errors or discrepancies, please list and explain fully.
NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.

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

IPLAR CERTIFICATION

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

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

	Electronic Signature	Date
Library Director	**Susan Reynders**	**02/20/2025**
President	**Marie Bass**	**02/20/2025**
Secretary	**Rosemary Groenwald**	**02/20/2025**

IPLAR SUBMISSION REMINDERS

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

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

[1], 8.1 The Mount Prospect Public Library received $10,959,499.70 in Cook County Property Taxes and $94,402.66 in Personal Property Replacement Taxes. (0-2025-02-10)

[2], 16.6 No, not across the board (but we do waive the non-resident fee for persons under 18 who are eligible under the Cards for Kids program) (0-2025-01-28)

[3], 17.6 In previous years, we counted sheet music in "other"; this year we see that it belongs in "books" and counted it there. (0-2025-01-28)

[4], 18.9 Our Library of Things collection grew hugely this year and we added a children's Library of Things Jr. collection, which increased circulation. (0-2025-01-28)

[5], 21.3 This includes both our ICN and Comcast connections. *(0-2025-01-28)*

[6], 23.1 2024 was a PLA conference year; we send more staff to PLA than any other conference so our expenditures were higher. *(0-2025-01-28)*

[7], 23.3 We joined a consortium and switched to a new ILS, which resulted in many additional training hours over what we would normally do. *(0-2025-01-28)*

MEMO – GOVERNANCE POLICY REVIEW

Mount Prospect Public Library

To: Board of Trustees

From: Su Reynders, Executive Director

Date: February 20, 2025

Re: 2025 Policy Review Project and Review of Governance Policies

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Comments: We are preparing for an evaluation of all of our public policies during 2025. We
              have about 50 policies to review and will be bringing some to each board
              meeting. After this project is complete, we will schedule regular reviews of each
              policy no less than every three years.

              The goals of this project are:
              1. Categorize policies into main categories:
                 a. Administration
                 b. Governance
                 c. Services and Collections
                 d. Use of Facilities
              2. Update meaningful content as necessary.
              3. Correct any outdated information.
              4. Remove "procedures" from the policies; procedures should be
                 maintained by staff and updated as needed.
              5. Remove extraneous appendices or content that changes, such as
                 duplicating language of a statute, demographic information, forms, etc.
              6. Combine individual policies where it makes sense.
              7. Eliminate the practice of "administrative changes."

              This month I have included suggested updates for the three policies in the
              "**Governance**" category. I am not looking for approval at this meeting, with
              the Bylaws in particular we need to present the amended document at a
              meeting prior to the approval meeting.

              The summary of recommended changes to the Governance policies are as
              follows:
              - **Bylaws**
                 o Added the Freedom to View statement.
                 o Deleted the specific date and time of board meetings.
                 o Removed statute language from the remote attendance
                   section and referred to the statute.

45

- **Public Comment Policy**
  - No changes recommended, just review and acknowledge.

- **Ethics and Conflict of Interest Policy**
  - Replace the "purpose" statement with a briefer, more direct statement.
  - Adopt a list of ethical principles taken from various trustee resources.
  - Replace statute language with a reference to the statute.
  - Eliminate Appendix A, which are copies of state statutes.
  - Eliminate the Procedures section.

January 2025

Fiction/AV/Teen

1) The annual "Craft Supply Swap" returned, with 161 patrons eagerly choosing from a massive number of donated craft supplies organized and facilitated by staff.

2) Other January program highlights included:

- "Teen Book Café" began meeting offsite again for the first time post-COVID, with Khepri Kitchen and Coffee acting as our new community partner.
- The new Book Bingo and Movie Bingo challenges for 2025 launched, offering patrons opportunities to expand their reading and viewing.
- The Completely Booked discussion group for patrons in their 20s and 30s resumed meeting again after a long hiatus.
- Oreo Taste Test gave teens a chance to blind taste-test multiple flavors of Oreos; the favorite was a tie between Chocolate Peanut Butter Pie and the head-scratching Coca-Cola.

3) A heartwarming patron story from January's "Night Off? Game On!" program: "One newcomer came in a few minutes late and she was extremely nervous. She was very forthright, saying this kind of situation causes her extreme social anxiety, and she might just leave. After a little break and some conversation, she joined a table. At the program's end she expressed her thanks to us and wrote such a nice comment: *'What an exceptional group of staff you have at MPPL! Everyone was exceedingly kind and helpful and welcoming. I saw diverse needs/anxieties met with acceptance. Outstanding inclusivity!'*"
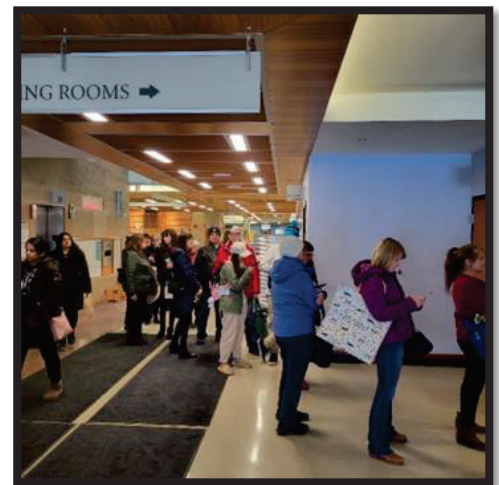
South Branch & Community Engagement

1) The number of longer, more complex patron interactions has increased at South Branch, particularly the number of patrons who ask for help with technology, job applications, and employee onboarding. In addition, there has been a noticeable uptick in patrons making copies of personal documents; ID cards, Social Security cards, passports, etc.

2) We curated and displayed several Know-Your-Rights immigration resources in English and Spanish. We have had multiple requests for this information.

3) Families that stopped by our "Super STEAM Stations" program had the opportunity to interact with seven STEAM kits from our Library of Things Junior collection. This was a fun and informal program that appealed to a wide age range and promoted our Library of Things collection.

4) We debuted a new program format called "Read it and Eat it Storytime," which will be held bi-monthly. It features a storytime and a simple, no-cook snack-making activity. For this month's puppy-themed program, the young participants assembled ingredients to make puppy chow.

5) Representatives from the following offices of elected officials had constituent office hours this month:
   o State Rep Tracy Katz Muhl, 57th District
   o State Rep Nicolle Grasse, 53rd District
   o Office of the State Treasurer - The representative helped one patron find $32k in unclaimed money!

6) We updated social services signage in the public washrooms in the lobby and second floor. The local agencies that are displayed include:
   o Northwest Casa (sexual assault)
   o WINGS (domestic violence resource)
   o Northwest Compass, Inc. (housing, food)
   o Adult Protective Services/Illinois Department on Aging (elder abuse)

Youth Services

1) As part of before and after school visits this month, kids created their own self-portraits as their craft for the month. Kids were encouraged to stop by to check out the display outside of the program room.

2) In January, Angèle Nyberg was hired as our New Program and Outreach Associate. This position will be presenting "Toddler Storytime" on Mondays, along with covering the desk and planning "Storytime Playdate."

3) In January, in partnership with the Library Foundation, we hosted our first "Lunar New Year Party." We had three Lion Dancer performances, along with crafts on the floor and a dance party with approximately 350 attendees.

Circulation

1) We held Leap Search Training for Circulation staff in January, which much of the department took advantage of and found incredibly helpful. They left feeling more confident about their search skills and with better tools to help patrons at the desk.

2) The lockers were at a premium in the month of January, with many patrons opting to pick up their holds at the lockers. There were a few times during the month that we temporarily ran out of open lockers, but it is great to have this service to offer especially during the cold winter months.

3) We launched our newest Library of Things category at the end of January. The new Wellness category includes memory kits, animatronic pets (bird, cat, dog), and other health and wellness items like a blood pressure monitor, light therapy lamp, pulse oximeter, and more!

4) We assisted with the shifting and relabeling of the Sheet Music collection on the second floor for consistency and clarity. We also helped shift New Youth material at the end of the month, putting all New materials, Bluestem, and Monarch items closer to one another.

Research

1) Many Mount Prospect patrons (72) attended the Illinois Libraries Presents: "Chicago Pizza Past, Present, and Future." Steve Dolinsky, the speaker, is a local food reporter who has worked for various local Chicago television stations, including CLTV, ABC, and NBC.

2) A popular program this month was "Decoding the Mysteries of Cats," a virtual presentation with 56 attendees. The hour-long program had a 30-minute presentation, and the remainder was for patrons' questions. Patron comment: *"Stephen was very friendly and personable – a good person who wants to share knowledge and caring about animals, including those that are not always easy to deal with. Thank you for all the helpful resources you have provided!"*

3) Usage statistics for *The New York Times* online were the highest ever this month. 14,648 activities were reported, including page views and articles opened. Included in this total are games, recipes, and Wirecutter articles. December 2024 was the previous high with 11,902 activities.

Patron Services

1) A payment tower was installed on the copier in the lobby, making it useable for copying and printing via the app, the website, or by using credits on a Mount Prospect library card. Our staff began helping patrons utilize these services this month.

2) A patron complimented Jimmy Stefanis for his help and patience when printing out some documents. He commented, *"In a world where nobody cares or wants to help, Jimmy is a shining light, and I am so thankful that there are people like him still working with the public."*

3) The Welcome Desk served as the collection spot for craft supplies in preparation for the "Craft Supply Swap" program on January 25.

Human Resources & Learning

1) Number of open positions: 5: Circulation Desk Assistant (PT), Early Childhood Librarian (FT), Fiction/AV/Teen Assistant (PT), 2 Technical Services Assistants (PT)

2) Number of vacant positions filled: 1: Facilities & Security Manager (FT)

3) Number of separations: 1

4) Staff anniversaries: Michele Khan, Research Assistant, 25 years

Building & Security

1) The library's burglar alarm system was thoroughly serviced. The panels, motion sensors, and door contacts were all tested, new wires were pulled, and four door contacts were replaced.

2) The library received the new Meeting Room A chairs and so far, they have been very well received, both for their comfort and the ability to easily move them.

Technical Services

1) Acquisitions staff spent a significant portion of January closing out the 2024 budget year and moving purchase orders that were still open in Horizon to Polaris. A combination of publication dates being pushed back along with ongoing fulfillment issues at Baker & Taylor delayed the arrival of many items. It is anticipated that these will continue into 2025, and staff will be closely monitoring and moving orders to other vendors when needed to meet patron demand.

2) January saw the rollout of a new category for the Library of Things – Wellness. Items of note include a blood pressure monitor, guided meditation device, light therapy lamp, and memory kits. The jewels of this category are the "Joy for All" companion pets. Patrons are now able to borrow dogs, cats, and even birds to alleviate loneliness and improve overall quality of life.

Information Technology

1) We have installed a control panel on the lobby copier, enabling patrons to release their print jobs directly from the copier. This enhancement provides greater convenience for those who need to make quick prints.

2) An online public access station (OPAC) has been installed in the lobby to facilitate patron access to payment services. This addition enables patrons to efficiently search for library materials, manage their accounts, and process payments.

Marketing

1) General Interest e-newsletter: January 3 and 17 emails featured ILP's Chicago Pizza and Schaumburg Library/League of Women Voters Post-Election Update (respectively). Stats: 52% and 53% open rate, 1.5% and 1% click rate. The highest clicks were ILP's Chicago Pizza, Book/Movie Bingo, "Craft Supply Swap," and Post-Election Update.

2) Parent-Caregiver e-newsletter: January's monthly email featured the "Preschool and Child Care Information Night," and we sent out a reminder email for the event, along with information on Youth favorite books of 2024. Stats (respectively): 69% and 67% open rate, 5.2% and 3.4% click rate. The highest clicks for both emails were for Stephen Barnes' *Finding the Right Preschool and Child Care Night* blog post.

3) Business Finance & Career e-newsletter: January's monthly email featured "Financial Forecast 2025" and we sent out a specialty email spotlighting the Job Search Series of three programs. Stats (respectively): 67% open rate for both, 6.9% and 4.2% click rate. The highest clicks (respectively) were for the Investing 101 booklist and the full program calendar.

4) Our promotion of Little Pim, including a web slide, e-news, and print newsletter more than doubled usage of the database.

5) Views of our social media content were up in January, and we continue to get attention for our short-form videos, including our weekly unboxing videos as well as those highlighting new collections (like the addition of the Library of Things: Wellness category). We got a lot of nice feedback on our well wishes/follow up post from the "Lunar New Year Party" – both likes on Facebook and Instagram and some appreciative comments.
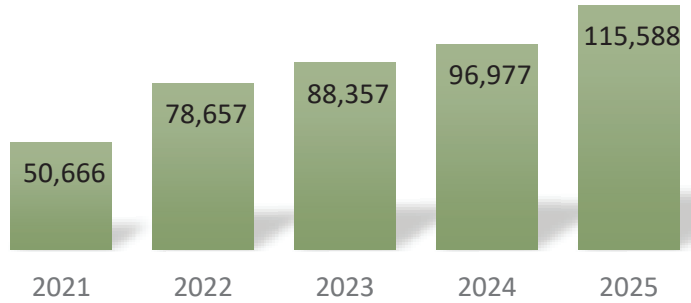

Friends of the Mount Prospect Public Library

1) The Board agreed to provide book sale coupons for FanFest swag bags.
2) The Winter Book Sale held in January reported total sales of over $12,500, which was slightly higher than the Fall Book Sale, but slightly lower than last year's Winter Book Sale.

Mount Prospect Public Library Foundation

1) The Board approved funding for the remaining performances of The Shakespeare Project of Chicago for the 2024/2025 season.
2) The Board has contacted returning and potential Mini Golf sponsors with the chance to participate in the March event. The due date for sponsors is Monday, February 24.

Overall Circulation YTD

Year	Value
2021	50,666
2022	78,657
2023	88,357
2024	96,977
2025	115,588

Book Circulation YTD
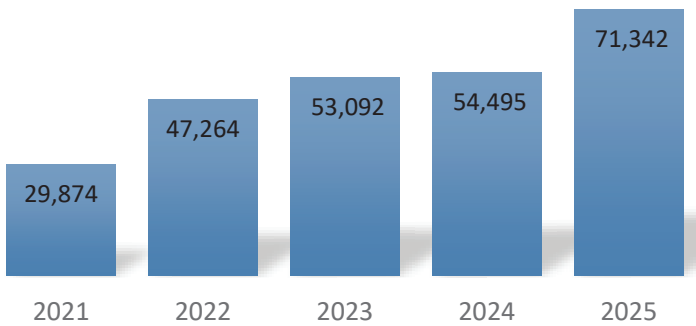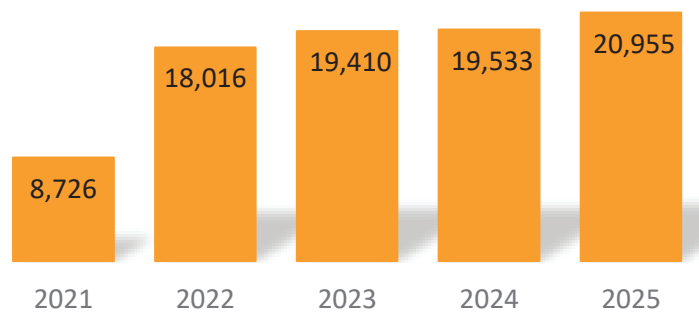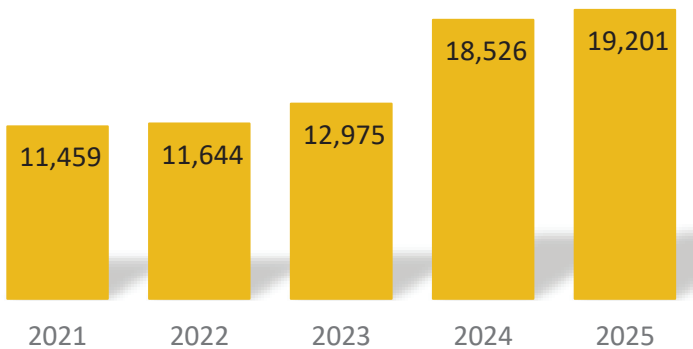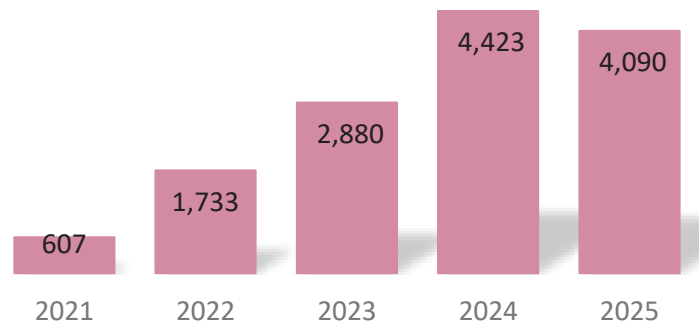
Year	Value
2021	29,874
2022	47,264
2023	53,092
2024	54,495
2025	71,342

AV Circulation YTD

Year	Value
2021	8,726
2022	18,016
2023	19,410
2024	19,533
2025	20,955

eMedia Circulation YTD

Year	Value
2021	11,459
2022	11,644
2023	12,975
2024	18,526
2025	19,201

LoT Circulation YTD

Year	Value
2021	607
2022	1,733
2023	2,880
2024	4,423
2025	4,090

2025 Door Count - YTD

Legend: Main (orange), South Branch (pink)

Year	Main	South Branch
2021	4,826	
2022	16,081	863
2023	23,446	1,513
2024	24,855	1,540
2025	26,402	1,511

Questions Answered YTD

Year	Count
2021	3,131
2022	7,159
2023	9,214
2024	9,489
2025	14,000
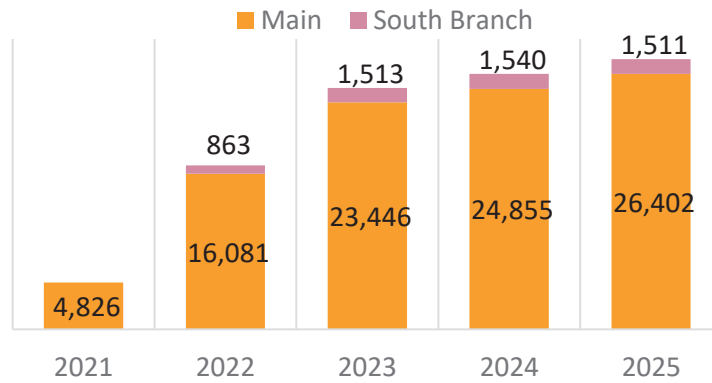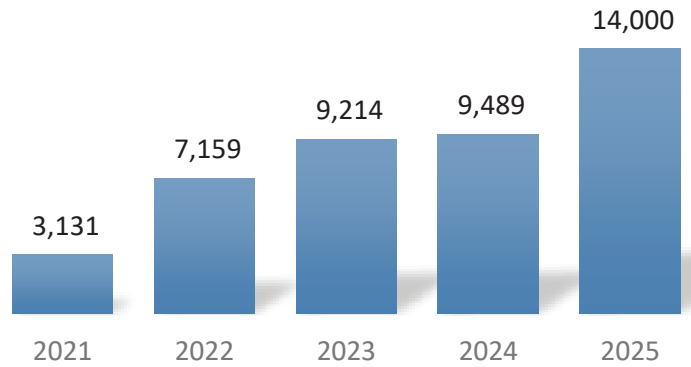
2025 Questions by Location
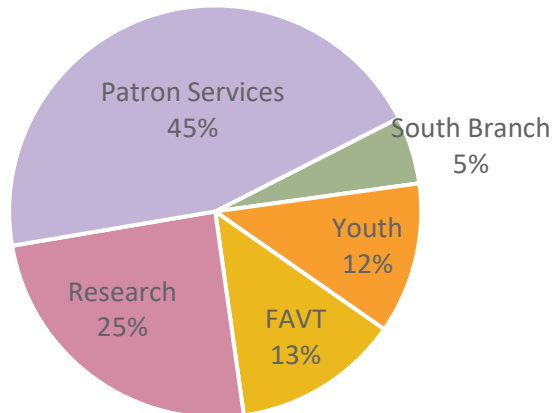
- Patron Services 45%
- South Branch 5%
- Youth 12%
- FAVT 13%
- Research 25%

Program Attendance YTD

Year	Attendance
2021	1,803
2022	1,180
2023	1,792
2024	4,144
2025	4,030
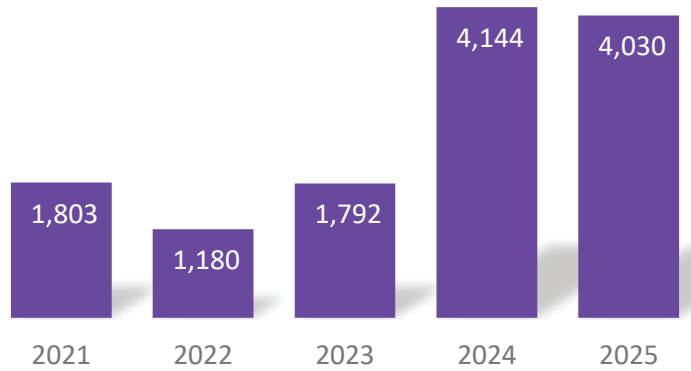
Number of Programs YTD

Year	Programs
2021	72
2022	47
2023	75
2024	129
2025	119
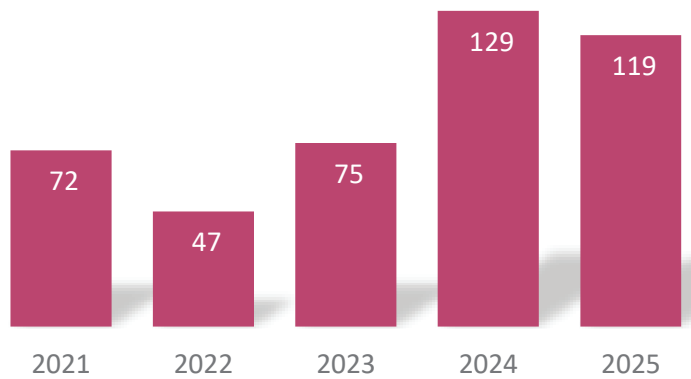
Meeting Room Usage by Public YTD
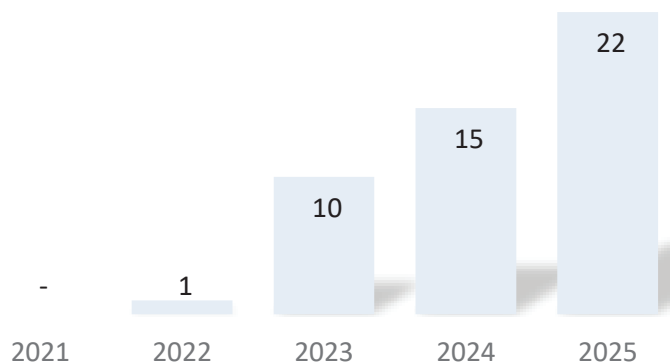
Year	Usage
2021	-
2022	1
2023	10
2024	15
2025	22

Public Computer Hours Usage YTD

Year	Value
2021	
2022	1,443
2023	2,158
2024	2,371
2025	2,845
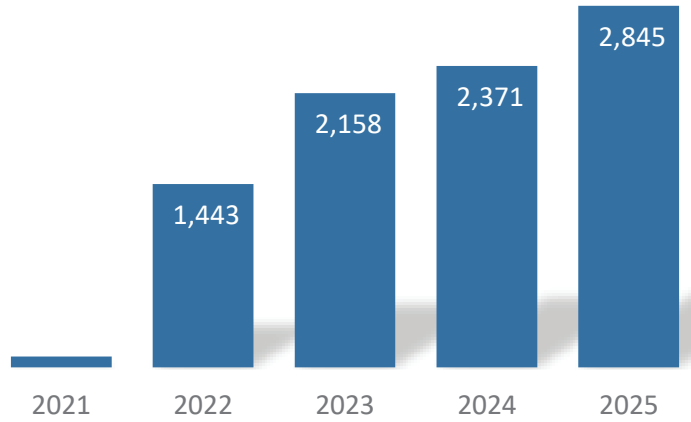
Wireless Unique Users YTD

Year	Value
2021	1,069
2022	3,696
2023	5,135
2024	4,816
2025	5,273

Study Room Usage YTD

Year	Value
2021	
2022	686
2023	947
2024	933
2025	1,073
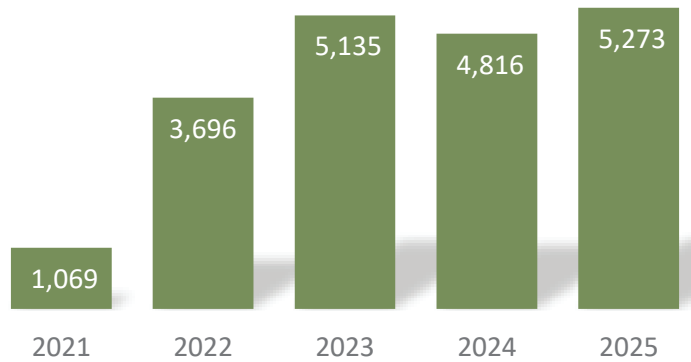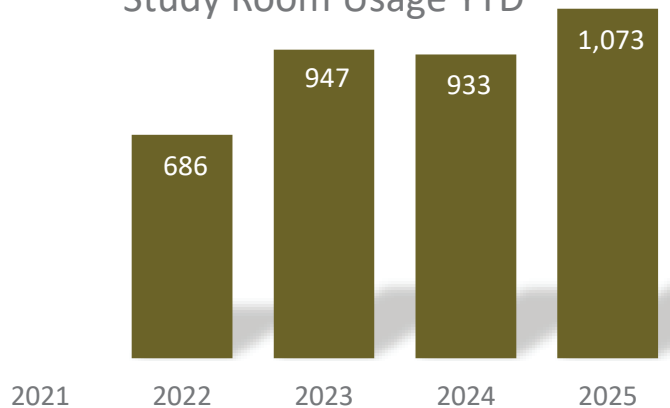
Strategic Plan Progress Report

Items Completed in January 2025
None

Selected In Progress Items

1. **2nd Floor Renovation** (A1B). Identify implementation timeline and funding of the facility Master Plan for the Main Library.
   a. Project B has officially been kicked off and we have begun twice monthly Owner/Architect/Construction Manager (OAC) meetings.
   b. We have submitted requests and changes to the original master plan drawings and expect to see the next iteration of drawings in February.

2. **Citizen Services** (B1A). Evaluate providing passports and/or license plate stickers.
   a. We have gotten confirmation back from the U.S. Department of State that MPPL is not eligible to become a passport acceptance facility due to the number of other places available in the immediate vicinity.
   b. We will focus our efforts on license plate stickers as well as investigate notary services.

3. **Marketing Plan** (B5C). Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community.
   a. We reviewed the five responses to our RFP and selected Stacks Consulting Group, a Chicagoland firm that specializes in public libraries.
   b. We have kicked off the project and are in the process of scheduling input sessions for our Public Service departments to provide feedback on the library's marketing.