

Regular Board Meeting
March 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**
 - a. 2025 Board self-evaluation **(4-5)**
5. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of February 20, 2025 **(6-7)**
 - b. February 2025 Bills and Financial Reports **(8-22)**
 - c. Approve Library Closing on Friday, May 9, 2025 for Staff In-Service Day
6. **Youth Programming Overview**, Sally Battle, Youth Programming Librarian
7. **Approve and Release November 21, 2024 Closed Session Minutes (23)**
8. **Review and Approve Bylaws, Ethics and Conflict of Interest, and Public Comment Policies (24-29)**
9. **Review Gift and Donation Policy (30-31)**
10. **Executive Director Report (3)**
 - a. February 2025 Library Activity Report **(32-41)**
 - b. Strategic Plan Update **(42)**
11. **Trustee Reports and Comments**
12. **Upcoming Meetings and Events Calendar**
 - a. March 24 – Foundation Board Meeting – Marie Bass
 - b. April 2, 7:00 p.m. – National Library Week Proclamation at Village Board Meeting
 - c. April 3, 6:00 p.m. – Committee of the Whole Meeting – recommend cancel

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

- d. April 17, 6:00 p.m. – Regular Board Meeting
 - i. First Quarter Financial Review
- e. No Foundation Board Meeting held in April

13. Adjournment

**Library Director Report
March 20, 2025**

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. **Staff In-Service Day Closing.** Twice each year the library closes to conduct staff training. Our May 9, 2025 session is our Safety Day, which focuses on staff and patron safety during emergency situations.
2. **Youth Programming Overview.** This is agenda item 6. Youth Programming Librarian Sally Battle will present information about our Youth programs and events.
3. **Closed Session Minutes and Recordings Review.** This is agenda item number 7. See the memo in the packet for details regarding the review of previously closed minutes and recordings. This month we are not going into closed session because the only set of minutes we are reviewing are not of a sensitive nature and we recommend that they be approved and released.
4. **Review and Approve Governance Policies.** This is agenda item number 8. Last month we reviewed changes to the Bylaws, Ethics and Conflict of Interest, and Public Comment policies. This month I ask for approval of these documents. As requested, the Bylaws include the following changes from last month:
 - a. Added frequency of regular meetings to section IV.A
 - b. Referenced the appropriate statute in section IV.D
5. **Review Gift and Donation Policy.** This is agenda item number 9. The Gift and Donation Policy is the first of the “Administration” policies we will review this year. Only one change is suggested for this policy, which adds a sentence regarding the availability of a list of general subject areas. Unlike the Bylaws, this policy does not have a requirement to delay approval, so if the Board is comfortable, approval can happen at this meeting.
6. **SEI Filing.** The deadline for filing your Statement of Economic Interests with Cook County is Thursday, May 1, 2025. You should have received an email with filing instructions; please notify staff if you did not receive it or need any assistance.
7. **National Library Week Proclamation.** National Library Week this year is April 6-12. A proclamation will be read at the Wednesday, April 2 Village Board meeting at 7:00 p.m. We are looking for a Trustee to attend that meeting to accept the proclamation; if you are interested and available please let staff know.
8. **Upcoming Dates to Remember**
 - a. Thursday, May 29, 2025, Civic Connect, 5-6:30 p.m.
 - b. Saturday, August 16, 2025, Volunteer Appreciation Luncheon

Mount Prospect Public Library
Board of Trustees

Library Board Self-Evaluation

How well has the board performed? Circle the answer that best reflects your opinion. Results will be compiled and averaged for the whole board, and individuals will not be identified.

0 = Don't know **1** = Strongly Disagree **2** = Disagree **3** = Agree **4** = Strongly Agree

Knowledge of Goals and Roles

1	The mission, goals, and objectives of the library are clear to me.	0	1	2	3	4
2	My role on the board is clear to me.	0	1	2	3	4
3	The board respects the role of the Executive Director in managing the operation of the library and does not get involved in day-to-day operations.	0	1	2	3	4
4	The board follows its mandate to set the strategic direction for the library and the board goals and actions support the strategic plan.	0	1	2	3	4
5	The board effectively represents the interests of the community.	0	1	2	3	4
6	The board has developed criteria and a process for annually evaluating the Executive Director.	0	1	2	3	4
7	I am thoroughly familiar with the budget and the budget planning process.	0	1	2	3	4
8	Our board represents a cross section of our community.	0	1	2	3	4

Meetings

9	Agendas are well organized and include the items that should appear on a regular basis.	0	1	2	3	4
10	Trustees have opportunity to provide input for agendas.	0	1	2	3	4
11	Trustees receive adequate materials in enough time to allow them to prepare for meetings.	0	1	2	3	4
12	Meetings are conducted in a fashion that allows all board members to participate.	0	1	2	3	4
13	Conflict on the board is effectively managed.	0	1	2	3	4
14	I come prepared for board meetings.	0	1	2	3	4
15	The process for making decisions is effective.	0	1	2	3	4
16	We do a good job of encouraging and dealing effectively with different points of view.	0	1	2	3	4

Mount Prospect Public Library
Board of Trustees

Communication and Participation

17	I support the decisions we make as a board, even if I personally disagree.	0	1	2	3	4
18	The quality of communication between board members is effective.	0	1	2	3	4
19	The quality of communication between board members and staff is effective.	0	1	2	3	4
	I participate fully in board activities, including:					
20	Regular attendance at board meetings	0	1	2	3	4
21	Regular attendance at committee meetings	0	1	2	3	4
22	Participation in community events	0	1	2	3	4

Governance

23	The board president provides effective leadership.	0	1	2	3	4
24	The committee system is effective.	0	1	2	3	4

25. Overall Rating

My overall rating of the board's performance is:

- 1 – Needs improvement
- 2 – Satisfactory
- 3 – Good
- 4 – Very Good
- 5 – Excellent

26. Looking Forward

If you could change three things about how the board operates, what would they be?

**Regular Board Meeting
February 20, 2025
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:02 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan [arrived at 6:30 p.m.], Rosemary Groenwald, Sylvia Haas
Absent: Kristine O’Sullivan
Staff Present: Jo Broszczak, Malachi Kohlwey, Su Reynders, Suzanne Yazel
Visitors: Pat Klawitter, Friends President

3. Public Comment

There was no public comment.

4. President’s Report

President Bass reported that the Board will be completing a board self-evaluation process this spring and tentatively will discuss the results at the April Regular Board meeting.

5. Resolution of Appreciation – Mount Prospect Public Library Foundation

Marie Bass read aloud the Resolution of Appreciation for the Mount Prospect Public Library Foundation.

6. Resolution of Appreciation – Friends of the Mount Prospect Public Library

Marie Bass read aloud the Resolution of Appreciation for the Friends of the Mount Prospect Public Library.

Friends President Pat Klawitter thanked the library staff for their continued valuable support.

7. Consent Agenda

- a. Minutes of Regular Board Meeting of January 16, 2025
- b. January 2025 Bills and Financial Reports
- 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)

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

8. 2025 Policy Project and Review of Governance Policies

Su Reynders reported that we are preparing for an evaluation of all our public policies during 2025. The Governance policies were reviewed, and the amended documents will be presented at the March Regular Board meeting for approval.

Trustees requested changes to the Bylaws, including referencing the appropriate statute in section IV.D, and adding the frequency of meetings to section IV.A.

9. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and the strategic plan and answered questions. Su Reynders presented preliminary renderings of the second-floor renovation plan showing several options related to layout.

10. Trustee Reports and Comments

Trustee Haas reported that she attended the Shining Stars Gala on Saturday, February 1 where two library staff members were honored for having a positive impact on the community.

Trustee Benden held a successful Meet the Board event on Saturday, February 8 from 10-11:15 a.m.

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 – canceled
- 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

Motion was made by Trustee Haas and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:04 p.m. Voice vote carried.

Rosemary Groenwald, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of February 28, 2025

Library General Fund	6,395,904.85
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,733,483.38
Debt Service Fund	0.00
Gift Fund	568,566.59
Total All Funds	\$ 14,814,001.08

Disbursements February 2025

\$ 790,460.64

Financial Summary

Fund Balances

Library General Fund	\$	6,395,904.85
Annual Operating Budget 2025	\$	11,413,210.00
General Fund - Months in Reserve		6.7
General Fund - Percent in Reserve		56.0%

YTD Spending Summary

- * We're on target with spending, and our YTD percentage expended is 17.0%
- * Last year at this time, we had expended 15.5%

Levy Collection

- * To date, 14.64% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 02/28/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$1,627,934.26	\$0.00	\$0.00	\$0.00	\$0.00	\$1,627,934.26
Interest Income	\$14,968.13	\$0.00	\$26,298.23	\$0.00	\$0.00	\$41,266.36
Miscellaneous Fees	\$1,988.15	\$0.00	\$0.00	\$0.00	\$0.00	\$1,988.15
Friends Reimbursement	\$342.96	\$0.00	\$0.00	\$0.00	\$0.00	\$342.96
Foundation Reimbursement	\$901.15	\$0.00	\$0.00	\$0.00	\$0.00	\$901.15
Total Revenues	\$1,646,134.65	\$0.00	\$26,298.23	\$0.00	\$0.00	\$1,672,432.88
Expenses						
Salaries & Benefits	\$574,554.15	\$0.00	\$0.00	\$0.00	\$0.00	\$574,554.15
Management Expense	\$41,977.82	\$0.00	\$0.00	\$0.00	\$0.00	\$41,977.82
Operating Expense	\$20,637.33	\$0.00	\$0.00	\$0.00	\$4,870.00	\$25,507.33
Building Expense	\$121,465.01	\$0.00	\$0.00	\$0.00	\$0.00	\$121,465.01
Library Materials	\$84,710.46	\$0.00	\$0.00	\$0.00	\$0.00	\$84,710.46
Reimbursable Expense	\$6,733.87	\$0.00	\$0.00	\$0.00	\$0.00	\$6,733.87
Capital Outlay	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Total Expenses	\$850,078.64	\$0.00	\$5,000.00	\$0.00	\$4,870.00	\$859,948.64
BEGINNING FUND BALANCE	\$5,599,848.84	\$2,116,046.26	\$5,712,185.15	\$0.00	\$573,436.59	\$14,001,516.84
NET SURPLUS/(DEFICIT)	\$796,056.01	\$0.00	\$21,298.23	\$0.00	(\$4,870.00)	\$812,484.24
ENDING FUND BALANCE	\$6,395,904.85	\$2,116,046.26	\$5,733,483.38	\$0.00	\$568,566.59	\$14,814,001.08

Mount Prospect Public Library Revenue Report

For the Period Ended 02/28/2025

Library Fund	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Property Taxes	\$1,627,934.26	\$1,632,165.01	\$11,150,060.00	\$9,517,894.99	14.64%	85.36%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$14,968.13	\$31,434.08	\$100,000.00	\$68,565.92	31.43%	68.57%
Fees	\$1,949.15	\$3,510.68	\$18,250.00	\$14,739.32	19.24%	80.76%
For Sale Items	\$39.00	\$108.75	\$400.00	\$291.25	27.19%	72.81%
Miscellaneous Income	\$0.00	\$2.50	\$0.00	(\$2.50)	0.00%	0.00%
Friends Reimbursement	\$342.96	\$342.96	\$44,400.00	\$44,057.04	0.77%	99.23%
Foundation Reimbursement	\$901.15	\$2,328.35	\$11,200.00	\$8,871.65	20.79%	79.21%
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	\$1,646,134.65	\$1,669,892.33	\$11,408,210.00	\$9,738,317.67	14.64%	85.36%
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	\$26,298.23	\$56,495.39	\$0.00	(\$56,495.39)	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	\$26,298.23	\$56,495.39	\$0.00	(\$56,495.39)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 02/28/2025

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$0.00	\$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	\$0.00	\$43.48	\$5,000.00	\$4,956.52	0.87%	99.13%

Mount Prospect Public Library Expense Report

For the Period Ended 02/28/2025

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$448,711.85	\$930,115.52	\$6,065,713.00	\$5,135,597.48	15.33%	84.67%
IMRF	\$28,245.74	\$56,502.56	\$365,463.00	\$308,960.44	15.46%	84.54%
MC/FICA	\$31,791.93	\$67,541.56	\$461,583.00	\$394,041.44	14.63%	85.37%
Medical Insurance	\$65,418.83	\$128,974.54	\$795,000.00	\$666,025.46	16.22%	83.78%
Life Insurance	\$148.15	\$298.40	\$3,000.00	\$2,701.60	9.95%	90.05%
Unemployment Compensation Tax	\$237.65	\$237.65	\$7,000.00	\$6,762.35	3.40%	96.61%
Total Salaries & Benefits	\$574,554.15	\$1,183,670.23	\$7,697,759.00	\$6,514,088.77	15.38%	84.62%
Management Expenses						
Audit	\$0.00	\$0.00	\$6,600.00	\$6,600.00	0.00%	100.00%
Legal Fees	\$0.00	\$675.00	\$10,000.00	\$9,325.00	6.75%	93.25%
Printing	\$18,316.27	\$26,921.46	\$100,000.00	\$73,078.54	26.92%	73.08%
Marketing	\$2,778.63	\$5,692.81	\$100,800.00	\$95,107.19	5.65%	94.35%
Professional Dues	\$230.00	\$1,648.00	\$14,500.00	\$12,852.00	11.37%	88.63%
Board Development	\$150.00	\$150.00	\$3,100.00	\$2,950.00	4.84%	95.16%
Human Resources	\$16,668.55	\$29,018.37	\$174,400.00	\$145,381.63	16.64%	83.36%
Other Operating	\$3,834.37	\$4,750.06	\$42,655.00	\$37,904.94	11.14%	88.86%
Total Management Expenses	\$41,977.82	\$68,855.70	\$452,055.00	\$383,199.30	15.23%	84.77%
Operating Expenses						
Telecommunications	\$2,603.58	\$5,173.81	\$34,900.00	\$29,726.19	14.82%	85.18%
Insurance	\$0.00	\$102,295.90	\$105,000.00	\$2,704.10	97.42%	2.58%
Office Supplies	\$1,977.63	\$3,676.80	\$30,050.00	\$26,373.20	12.24%	87.76%
Library Supplies	\$985.87	\$1,450.68	\$25,500.00	\$24,049.32	5.69%	94.31%
Postage	\$3,247.31	\$6,524.20	\$34,000.00	\$27,475.80	19.19%	80.81%
Contract Services	\$199.99	\$30,047.13	\$118,600.00	\$88,552.87	25.33%	74.67%
Software	\$11,622.95	\$41,239.43	\$141,375.00	\$100,135.57	29.17%	70.83%
Total Operating Expenses	\$20,637.33	\$190,407.95	\$489,425.00	\$299,017.05	38.90%	61.10%

Mount Prospect Public Library Expense Report

For the Period Ended 02/28/2025

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$12,954.56	\$17,480.74	\$156,710.00	\$139,229.26	11.15%	88.85%
Hardware & System Maintenance	\$66,418.18	\$75,084.66	\$148,525.00	\$73,440.34	50.55%	49.45%
Janitorial	\$5,849.28	\$12,406.11	\$79,300.00	\$66,893.89	15.64%	84.36%
Equipment	\$29,376.34	\$46,536.40	\$192,220.00	\$145,683.60	24.21%	75.79%
Utilities	\$6,866.65	\$12,976.20	\$47,951.00	\$34,974.80	27.06%	72.94%
Total Building Expenses	\$121,465.01	\$164,484.11	\$624,706.00	\$460,221.89	26.33%	73.67%
Services and Resources						
Adult Print	\$15,602.41	\$32,048.53	\$256,800.00	\$224,751.47	12.48%	87.52%
Adult AV	\$1,822.39	\$3,619.90	\$33,400.00	\$29,780.10	10.84%	89.16%
Youth Print	\$8,772.50	\$17,352.85	\$177,800.00	\$160,447.15	9.76%	90.24%
Youth AV	\$3,265.36	\$4,477.77	\$24,000.00	\$19,522.23	18.66%	81.34%
Magazines	\$923.95	\$8,102.32	\$18,600.00	\$10,497.68	43.56%	56.44%
Electronic Resources	\$19,893.96	\$37,352.44	\$190,000.00	\$152,647.56	19.66%	80.34%
Digital Media	\$16,951.40	\$53,068.17	\$338,065.00	\$284,996.83	15.70%	84.30%
E-Learning	\$4,935.89	\$12,435.89	\$50,000.00	\$37,564.11	24.87%	75.13%
Library of Things	\$8,051.68	\$14,187.10	\$75,000.00	\$60,812.90	18.92%	81.08%
Microform	\$0.00	\$0.00	\$700.00	\$700.00	0.00%	100.00%
Processing Supplies	\$720.44	\$2,817.92	\$28,000.00	\$25,182.08	10.06%	89.94%
Programs	\$3,770.48	\$6,585.00	\$101,300.00	\$94,715.00	6.50%	93.50%
Total Services and Resources	\$84,710.46	\$192,047.89	\$1,293,665.00	\$1,101,617.11	14.85%	85.15%
Transfers						
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$1,884.56	\$2,785.71	\$11,200.00	\$8,414.29	24.87%	75.13%
Friends Expenses	\$4,849.31	\$5,261.15	\$44,400.00	\$39,138.85	11.85%	88.15%
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	\$6,733.87	\$8,046.86	\$55,600.00	\$47,553.14	14.47%	85.53%

Mount Prospect Public Library Expense Report

For the Period Ended 02/28/2025

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$850,078.64	\$1,807,512.74	\$11,413,210.00	\$9,605,697.26	15.84%	84.16%
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	\$5,000.00	\$5,000.00	\$250,000.00	\$245,000.00	2.00%	98.00%
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	\$5,000.00	\$5,000.00	\$250,000.00	\$245,000.00	2.00%	98.00%
Gift Fund						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	\$4,870.00	\$4,870.00	\$50,000.00	\$45,130.00	9.74%	90.26%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99 Art	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	\$4,870.00	\$4,870.00	\$50,000.00	\$45,130.00	9.74%	90.26%

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/02/2025	AMAZON	\$16.98
02/02/2025	AMAZON	\$83.69
02/02/2025	AMAZON	\$19.98
02/02/2025	AMAZON	\$8.99
02/02/2025	AMAZON	\$8.99
02/02/2025	AMAZON	\$2.99
02/02/2025	DISNEY	\$29.99
02/02/2025	NETFLIX	\$15.49
02/02/2025	PEACOCK	\$79.99
02/03/2025	ICMA RETIREMENT TRUS	\$6509.20
02/03/2025	AMAZON	\$92.72
02/03/2025	AMAZON	\$88.74
02/03/2025	AMAZON	\$8.99
02/03/2025	AMAZON	\$8.99
02/03/2025	AMAZON	\$31.95
02/04/2025	CONSTELLATION NEW EN	\$4682.75
02/04/2025	AMAZON	\$75.85
02/04/2025	MCKULA INC	\$1900.00
02/04/2025	CROWDPURR.COM	\$49.99
02/04/2025	NETFLIX	\$22.56
02/04/2025	USPS	\$18.63
02/04/2025	AMAZON	\$8.99
02/04/2025	NETFLIX	\$15.49
02/04/2025	UPPRINTING	\$372.95
02/05/2025	MICROSOFT	\$6.60
02/05/2025	MICROSOFT	\$44.00
02/05/2025	AMAZON	\$14.97
02/05/2025	S&S Worldwide	\$112.16
02/05/2025	USPS	\$17.92
02/05/2025	USPS	\$17.44
02/05/2025	COSTCO	\$12.89
02/05/2025	MARIANO'S	\$87.07

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/05/2025	AMAZON	\$8.99
02/05/2025	AMAZON	\$8.99
02/05/2025	AMAZON	\$8.99
02/05/2025	SQUARESPACE, INC.	\$20.00
02/05/2025	UPRINTING	\$162.69
02/05/2025	UPRINTING	\$229.96
02/05/2025	UPRINTING	\$896.14
02/05/2025	BARRONS	\$29.99
02/05/2025	CHICAGO TRIBUNE	\$146.00
02/06/2025	AT&T	\$109.61
02/06/2025	AT&T	\$746.64
02/06/2025	HR SOURCE	\$1025.00
02/06/2025	NETFLIX	\$15.49
02/06/2025	AMAZON	\$80.08
02/06/2025	UPRINTING	\$134.05
02/06/2025	UPRINTING	\$10.96
02/07/2025	BAKER & TAYLOR, INC.	\$3316.28
02/07/2025	BIBLIOTHECA, LLC	\$6936.99
02/07/2025	COMBINED ROOFING SER	\$2283.74
02/07/2025	DEMCO	\$799.14
02/07/2025	EBSCO INFORMATION SE	\$11675.00
02/07/2025	INGRAM	\$2339.49
02/07/2025	JOYCE RENEE WALKER	\$400.00
02/07/2025	OVERDRIVE, INC.	\$21357.34
02/07/2025	VARIETY VENDORS	\$210.00
02/07/2025	W. W. GRAINGER, INC.	\$42.22
02/07/2025	NETFLIX	\$15.49
02/07/2025	NETFLIX	\$15.49
02/07/2025	HR SOURCE	\$225.00
02/07/2025	4-IMPRINT	\$1370.89
02/07/2025	WALMART	\$27.09
02/09/2025	AMAZON	\$65.04
02/09/2025	AMAZON	\$13.99
02/09/2025	AMAZON	\$46.69
02/09/2025	AMAZON	\$2.99
02/09/2025	DISNEY	\$29.99
02/09/2025	NETFLIX	\$15.49
02/09/2025	PEACOCK	\$79.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/09/2025	AMAZON	\$13.79
02/09/2025	JEWEL OSCO	\$7.99
02/09/2025	PRINTRUNNER	\$1568.64
02/09/2025	NORDIC WARE	\$100.00
02/10/2025	AMAZON	\$159.99
02/10/2025	PARAMOUNT+	\$119.99
02/11/2025	REPUBLIC SERVICES #5	\$317.30
02/11/2025	GORDON FOOD SERVICE	\$252.82
02/11/2025	AMAZON	\$27.99
02/11/2025	APPLE.COM	\$99.00
02/11/2025	A24	\$67.00
02/12/2025	SHELL OIL COMPANY	\$38.26
02/12/2025	AWESOME BALLOON CREA	\$50.00
02/12/2025	DISPLAYS2GO	\$971.37
02/12/2025	PARTY CITY	\$132.75
02/12/2025	PARTY CITY	\$76.00
02/12/2025	USPS	\$7.67
02/12/2025	LIBERTY & 33RD FURNI	\$4870.00
02/12/2025	BAMBU LAB US	\$226.90
02/12/2025	CHICAGO TRIBUNE	\$440.00
02/12/2025	WALL STREET JOURNAL	\$64.99
02/12/2025	AMAZON	\$46.55
02/12/2025	AMAZON	\$38.01
02/13/2025	POSTMASTER	\$2420.45
02/13/2025	CALLING POST COMMUNI	\$19.99
02/13/2025	USPS	\$7.67
02/13/2025	PARTY CITY	\$60.00
02/13/2025	AMAZON	\$8.99
02/13/2025	NETFLIX	\$15.49
02/13/2025	AMERICAN LIBRARY AS	\$180.00
02/13/2025	BEST BUY	\$197.97
02/14/2025	Payroll 2025-0214	\$153198.88
02/14/2025	Payroll 2025-0214	\$57152.97
02/14/2025	AMERICAN LANDSCAPING	\$160.00
02/14/2025	BAKER & TAYLOR, INC.	\$6086.49

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/14/2025	CAVENDISH SQUARE	\$186.03
02/14/2025	CINTAS #22	\$169.41
02/14/2025	FAMBRO MANAGEMENT LL	\$280.00
02/14/2025	Heavenly Pianos	\$350.00
02/14/2025	ILLINOIS DEPARTMENT	\$1067.60
02/14/2025	INGRAM	\$940.51
02/14/2025	J. HAMILTON ELECTRIC	\$302.00
02/14/2025	LIMRICC - UCGA	\$237.65
02/14/2025	MARK STANIELUN	\$180.00
02/14/2025	MENARDS	\$67.67
02/14/2025	OVERDRIVE, INC.	\$1370.93
02/14/2025	PLASTIC LETTER & SIG	\$85.00
02/14/2025	RAILS	\$933.00
02/14/2025	ROSA M ZILINSKAS	\$400.00
02/14/2025	STAPLES BUSINESS ADV	\$361.45
02/14/2025	SUPERIOR INDUSTRIAL	\$264.65
02/14/2025	W. W. GRAINGER, INC.	\$68.69
02/14/2025	WAREHOUSE DIRECT	\$652.50
02/14/2025	EXPERT PAY CHILD SUP	\$188.31
02/14/2025	EMPLOYEE BENEFITS CO	\$1418.39
02/14/2025	AMAZON	\$222.99
02/14/2025	CALLING POST COMMUNI	\$39.99
02/14/2025	JEWEL OSCO	\$80.73
02/14/2025	AMAZON	\$2.99
02/14/2025	AMAZON	\$8.99
02/14/2025	DISNEY	\$29.99
02/14/2025	PEACOCK	\$79.99
02/14/2025	AMAZON	\$181.45
02/14/2025	AMERICAN LIBRARY AS	\$50.00
02/14/2025	GORDON FOOD SERVICE	\$38.83
02/14/2025	BEST BUY	\$131.98
02/14/2025	DELL MARKETING L.P.	\$295.06
02/16/2025	AMAZON	\$23.98
02/16/2025	AMAZON	\$2.99
02/16/2025	PEACOCK	\$79.99
02/16/2025	PEACOCK	\$79.99
02/16/2025	UPRINTING	\$921.29
02/16/2025	APPLE.COM	\$9.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/16/2025	KHEPRI KITCHEN+ COFF	\$154.14
02/16/2025	JEWEL OSCO	\$10.98
02/16/2025	THE WALL STREET JOUR	\$194.97
02/17/2025	AMAZON	\$2.99
02/17/2025	AMAZON	\$8.99
02/17/2025	AMAZON	\$8.99
02/17/2025	APPLE.COM	\$99.00
02/17/2025	PARAMOUNT+	\$119.99
02/17/2025	AMAZON	\$75.54
02/18/2025	ICMA RETIREMENT TRUS	\$6547.40
02/18/2025	APPLE.COM	\$99.00
02/18/2025	APPLE.COM	\$99.00
02/18/2025	AMAZON	\$44.95
02/18/2025	USPS	\$5.21
02/19/2025	APPLE.COM	\$99.00
02/19/2025	AMAZON	\$349.00
02/19/2025	BANK SUPPLIES	\$87.57
02/19/2025	AMAZON	\$35.47
02/19/2025	AMAZON	\$9.99
02/19/2025	AMAZON	\$251.80
02/19/2025	DELL MARKETING L.P.	\$12679.42
02/20/2025	COMCAST BUSINESS	\$237.40
02/20/2025	DISNEY	\$29.99
02/20/2025	DISNEY	\$29.99
02/20/2025	SQUARESPACE, INC.	\$192.00
02/20/2025	AMERICAN LIBRARY AS	\$430.00
02/20/2025	AQUENT LLC	\$466.00
02/20/2025	US CASINO RENTALS, L	\$1125.00
02/20/2025	AMAZON	\$129.16
02/20/2025	CLEAR BAGS	\$40.40
02/21/2025	ACCURATE EMPLOYMENT	\$43.57
02/21/2025	AMERICAN LIBRARY AS	\$436.00
02/21/2025	AMERICAN SPIRIT (DAR	\$48.00
02/21/2025	BAKER & TAYLOR, INC.	\$4453.37
02/21/2025	CINTAS #22	\$169.41
02/21/2025	CONSUMER LAB.COM, LL	\$819.54
02/21/2025	ILLINOIS LIBRARY AS	\$150.00
02/21/2025	IMAGE SYSTEMS & BUSI	\$302.71

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/21/2025	IMPERIAL SURVEILLANC	\$850.00
02/21/2025	INGRAM	\$949.73
02/21/2025	KANOPIY, INC.	\$826.00
02/21/2025	KEVIN KOTHRAD	\$250.00
02/21/2025	MIDWEST TAPE	\$6478.62
02/21/2025	NITRO SOFTWARE INC	\$3357.20
02/21/2025	NPN360	\$4085.97
02/21/2025	Open Kitchens	\$300.00
02/21/2025	OVERDRIVE, INC.	\$396.94
02/21/2025	PATRICIA FAY PAGE	\$1200.00
02/21/2025	PLAYAWAY PRODUCTS LL	\$214.21
02/21/2025	ROSA M ZILINSKAS	\$240.00
02/21/2025	SHAKESPEARE PROJECT	\$1250.00
02/21/2025	STACKS CONSULTING GR	\$3250.00
02/21/2025	THOMSON REUTERS - WE	\$1333.54
02/21/2025	TODAY'S BUSINESS SOL	\$485.64
02/21/2025	VILLAGE OF MOUNT PRO	\$1253.01
02/21/2025	W. W. GRAINGER, INC.	\$41.25
02/21/2025	WAREHOUSE DIRECT	\$666.73
02/21/2025	PET BENEFIT SOLUTION	\$60.50
02/21/2025	APPLE.COM	\$99.00
02/21/2025	DISNEY	\$29.99
02/21/2025	DISNEY	\$29.99
02/21/2025	DISNEY	\$29.99
02/21/2025	GODADDY.COM, LLC	\$38.17
02/21/2025	PARAMOUNT+	\$119.99
02/21/2025	AMAZON	\$39.89
02/21/2025	TARGET	\$80.00
02/23/2025	COSTCO	\$121.19
02/23/2025	Domino's Pizza	\$316.04
02/23/2025	AMAZON	\$450.00
02/23/2025	AMAZON	\$129.99
02/23/2025	AMAZON	\$8.99
02/23/2025	DISNEY	\$29.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/23/2025	DISNEY	\$29.99
02/23/2025	DISNEY	\$29.99
02/23/2025	DISNEY	\$29.99
02/23/2025	NETFLIX	\$17.99
02/23/2025	OpenAI	\$20.00
02/23/2025	NETFLIX	\$17.99
02/23/2025	AMAZON	\$34.97
02/23/2025	SPOTIFY	\$19.99
02/24/2025	VERIZON WIRELESS	\$408.98
02/24/2025	GODADDY.COM, LLC	\$23.17
02/24/2025	PARAMOUNT+	\$119.99
02/24/2025	PARAMOUNT+	\$119.99
02/24/2025	MORKES CHOCOLATE	\$43.90
02/25/2025	VENTRA	\$166.00
02/25/2025	NETFLIX	\$15.49
02/25/2025	VISTAPRINT	\$44.59
02/25/2025	USPS	\$6.82
02/25/2025	AMAZON	\$41.40
02/26/2025	AFLAC	\$181.92
02/26/2025	AMAZON	\$39.99
02/27/2025	S&S Worldwide	\$124.95
02/27/2025	THE POLISH BOOKSTORE	\$508.35
02/27/2025	JEWEL OSCO	\$20.97
02/27/2025	LIBRARYWORKS INC	\$200.00
02/27/2025	CALLING POST COMMUNI	\$9.99
02/27/2025	KANI TECHNOLOGIES IN	\$116.41
02/27/2025	UNIVERSITY OF WISCON	\$200.00
02/27/2025	AMAZON	\$15.27
02/27/2025	AMAZON	\$19.99
02/27/2025	AMAZON	\$46.07
02/27/2025	SNAPPR	\$38.90
02/27/2025	USPS	\$12.03
02/28/2025	Payroll 2025-0228	\$152524.08
02/28/2025	Payroll 2025-0228	\$56750.47
02/28/2025	1ST METROPOLITAN TRA	\$101.75
02/28/2025	AMAZON	\$11139.08
02/28/2025	BAKER & TAYLOR, INC.	\$3441.56
02/28/2025	BISHOP PLUMBING, INC	\$2268.45

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 02/28/2025

Date	Source	Amount
02/28/2025	COMBINED ROOFING SER	\$1720.36
02/28/2025	ELM USA, INC.	\$214.95
02/28/2025	GALE	\$4531.30
02/28/2025	INGRAM	\$1518.11
02/28/2025	INTERIOR INVESTMENTS	\$18178.10
02/28/2025	LAUREN MILLIGAN	\$300.00
02/28/2025	MANGO LANGUAGES	\$6357.01
02/28/2025	MIDWEST TAPE	\$295.18
02/28/2025	OVERDRIVE, INC.	\$1733.59
02/28/2025	PRODUCT LLC	\$5000.00
02/28/2025	STARR CHIEF EAGLE	\$800.00
02/28/2025	TODAY'S BUSINESS SOL	\$400.00
02/28/2025	VARIETY VENDORS	\$114.00
02/28/2025	W. W. GRAINGER, INC.	\$250.28
02/28/2025	EMPLOYEE BENEFITS CO	\$111.95
02/28/2025	EMPLOYEE BENEFITS CO	\$1418.39
02/28/2025	FRIENDS OF THE MPPL	\$201.51
02/28/2025	VILLAGE OF MOUNT PRO	\$95055.73
02/28/2025	VILLAGE OF MOUNT PRO	\$53078.56
02/28/2025	VILLAGE OF MOUNT PRO	\$112.00
02/28/2025	KHEPRI KITCHEN+ COFF	\$227.00
02/28/2025	PRINTED UNION	\$49.50
02/28/2025	CC-MEALS	\$29.09
02/28/2025	S&S Worldwide	\$93.41
		\$790460.64

MEMO – CLOSED MINUTES

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: March 20, 2025
Re: Review of Written Minutes and Recordings of Closed Sessions

Comments: As is required by Illinois Statute, we regularly review the written minutes of previously closed Board sessions to 1) approve the written minutes and 2) decide whether or not to release them. We have one set of written minutes to review; the recommendation is listed below.

We also recommend the destruction of all audio recordings of closed sessions allowed by statute. Recordings of closed sessions may be destroyed if the meeting occurred no less than 18 months ago, the written minutes have been approved by the Board, and the Board approves the destruction.

This month we are not going into closed session because the only minutes we are reviewing are not of a sensitive nature and we recommend that they be approved and released.

Meeting Date	Meeting Type	Reason	Approve	Release
11/21/2024	Regular	Review of closed minutes	Yes	Yes

Motion Language for Written Minutes and Recordings

“I move to approve and release the closed minutes of November 21, 2024, and to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees.”

Bylaws

I. Organization

- A. The Mount Prospect Public Library is established and organized under authority of the Statutes of the State of Illinois. The Board of Library Trustees is vested with the powers and duties set forth in the Illinois Local Library Act.

II. Trustees and Duties

- A. The Board of Library Trustees shall be composed of seven (7) members elected under provisions of the Illinois Election Code and the Local Library Act. Trustees are elected for six-year terms and shall serve until their successor is elected and qualified.
- B. Vacancies on the Board shall be filled by appointment by the remaining Trustees pursuant to 75 ILCS 5/4-4.
- C. Each newly elected or appointed Trustee shall, within 60 days of being sworn in, make arrangements with the Executive Director for a Trustee orientation meeting.
- D. Trustees shall comply with applicable statutes governing conflicts of interest; no Trustee shall have a personal interest in any matter before the Board when such personal interest is prohibited by law. When there is a conflict of interest for a Trustee on a particular issue, said member shall make a disclosure statement in an open Board meeting and abstain from voting and commenting on that issue.
- E. All Trustees must file the Statement of Economic Interests as required by the Illinois Governmental Ethics Act. [5 ILCS 420/4A-101], and with the Village of Mount Prospect.
- F. Trustees or members of their immediate families may not be employed by the library.
- G. No Trustee may simultaneously serve as an officer on the Boards of the Mount Prospect Public Library Foundation or the Friends of the Mount Prospect Public Library.
- H. Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds.
- I. Trustees should strive for excellent attendance and actively participate in meetings of the full Board and Board Committees. Per 75 ILCS 5/4-4, a vacancy will be declared when a Trustee is absent without cause from all regular Board meetings for a period of one year.
- J. Trustees will follow power and duties as outlined in the Illinois Revised Statutes 75 ILCS 5/4-7.
- K. Trustees will support the American Library Association's Bill of Rights, Interpretations of the ALA Bill of Rights, and the Freedom to Read and View statements.

III. Officers and Duties

- A. At or before the regular May meeting following the regular library election, newly elected Library Trustees shall take their oaths of office and meet with the incumbent Library Trustees to organize the Board of Library Trustees.
- B. The first action taken at the regular May meeting of the Board of Library Trustees shall be the election of a President, Vice President, Secretary, and Treasurer. Each Officer shall be elected to serve a one-year term ending on the first Monday of the month following the applicable regular election or until their successors are duly elected by the Board.

Mount Prospect Public Library
Bylaws

C. Officer Duties

1. The President shall preside at all meetings of the Board and appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The President shall be an ex-officio member of all committees. The President shall be the official spokesperson for press releases and official messaging.
 2. The Vice President shall act as a presiding officer in the absence of the President and assume the duties and responsibilities of the President in the event of a vacancy in the office of the President. The Vice President shall review the minutes and audio of closed meetings prior to the Board's semi-annual review of such minutes.
 3. The Treasurer shall be the Chief Fiscal Officer of the Board and is responsible for all funds under the authority of the Board of Library Trustees; and shall prepare or cause to be prepared the appropriate monthly reports and annual reports of the funds. The Treasurer is authorized by the Board to sign checks, shall serve on the Finance Committee, and keep or cause to be kept all financial records of the Board. The Treasurer shall be bonded in the amount to be approved by the Board and according to statute requirements.
 4. The Secretary shall maintain and keep or cause to be kept true and accurate minutes and account of all proceedings and correspondence of the Board of Library Trustees; issue or cause to be issued all notices for all meetings of the Board of Library Trustees; and be the custodian of all records of the Board of Library Trustees and of the Mount Prospect Public Library.
- D. A Library Trustee will attend the monthly meeting of the Mount Prospect Public Library Foundation (MPPLF) as representative of the Board of Library Trustees. Per MPPLF bylaws, the Library Board representative shall serve as a non-voting, ex officio member.

IV. Meetings

- A. The regular meetings of the Board of Library Trustees of the Mount Prospect Public Library is typically held on the third Thursday of each month at the Mount Prospect Public Library.
- B. Special meetings may be called by the President or any four (4) Library Trustees, upon forty-eight (48) hours written notice to each Library Trustee and which notice otherwise shall be given in the manner provided by law.
- C. Notice of all Board meetings shall be posted in the library and on the library website forty-eight (48) hours prior to the meeting.
- D. If a quorum of the members of the Board or a Board committee is present as required by 5 ILCS 120/7(a) member of that body may be allowed to attend the meeting by other means (video or audio conference) if the member is prevented from physically attending because of the reasons listed in Section 7(a) of 5 ILCS 120/7.
- E. All meetings of the Board shall be open to the public and be conducted in accordance with Illinois Compiled Statutes. The Board may adjourn to a closed Executive Session for the purpose of considering matters of personnel, land disposition, and other matters as authorized by 5 ILCS 120, the Open Meetings Act. Matters discussed in Executive Session shall not be binding unless approved at an open meeting.
- F. The vote of each Library Trustee on the question of holding a meeting or portion thereof closed to the public and a citation to the specific statutory authorization for such closed meeting shall be recorded and entered into the minutes of the meeting or portion thereof open to the public.
- G. Meeting Minutes
 1. Minutes shall be kept of all meetings of the Mount Prospect Board of Library Trustees. Such minutes shall include but need not be limited to:

Mount Prospect Public Library
Bylaws

- i. The date, time, and place of the meeting,
 - ii. The Library Trustees recorded as being present or being absent, and
 - iii. A general description of all matters, proposed, discussed, or decided; as well as a record of any votes taken.
2. Minutes of meeting or portions thereof open to the public shall be approved within thirty (30) days after the meeting or at the library's second subsequent regular meeting, whichever is later.
 3. Minutes of meeting or portions thereof open to the public shall be available for public inspection within ten (10) days of their approval by the Board of Library Trustees; however, minutes of meetings closed to the public shall be available only after the Board of Library Trustees determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

H. Conduct of Business During Meetings

1. Quorum: A majority of the Board of Library Trustees shall constitute a quorum (4) for the conduct of business at any regular or special meeting of the Board of Library Trustees and a majority of a quorum (3) may transact any business of the said Board of Library Trustees.
2. Enforcement of Decorum During Meetings: In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees; any person violating any provision of this Section may be subject to law enforcement action.
3. The Board of Library Trustees shall be governed by parliamentary law as laid down in The Standard Code of Parliamentary Procedure by Sturgis.

I. Order of Business

1. The business of the Board of Library Trustees shall be based on the agenda distributed to the Library Trustees at least forty-eight (48) hours prior to the meeting in accordance with the Open Meetings Act.
2. A waiver of the rules for the purpose of discussing an item out of order or not on the written agenda may be requested by any Library Trustee and shall be allowed by concurrence of a majority of all the Library Trustees present.

V. Committees of the Board of Library Trustees

A. Committees shall be Committee of the Whole, Standing, and Special.

1. The Committee of the Whole studies and discusses specific issues.
2. Standing committees shall be appointed by the President one month after election of officers at the regular meeting of the Board. Standing committees are Personnel and Finance.
3. Special committees for the study and investigation of particular issues or to provide input and advice, may be appointed by the President with the advice and consent of the Board of Library Trustees. These committees may include staff and community members and must include at least one Trustee. Each committee shall serve until the completion of the work for which it was established and then shall be dissolved.

VI. Executive Director

- A. The Executive Director of the Mount Prospect Public Library shall be appointed by the Board of Library Trustees at a salary to be evaluated on a yearly basis.
- B. The Executive Director shall be the chief administrative officer of the Mount Prospect Public Library and shall:

Mount Prospect Public Library
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1. Administer and operate the library under the direction and review of the Board of Library Trustees;
 2. Oversee all activities of the library;
 3. Hire, dismiss, oversee, and supervise all library personnel and shall determine all individual salaries, subject to the approval of the Board, except his/her own, which shall be set by the Board;
 4. Present an annual budget;
 5. Create and implement a strategic plan in accordance with Board direction.
- C. The implementation of administrative and personnel matters concerning the library are the primary responsibility of its Executive Director. Any concerns of any Trustee regarding such matters must be directed only to the Executive Director or, in his or her absence, to the Deputy Director. The Executive Director will give the Board advance notification of significant organizational changes.

VII. Legal Counsel

- A. Library Trustees will retain legal counsel. Such counsel shall be used as needed by the President of the Board of Library Trustees and the Executive Director. Requests for legal counsel by the other Library Trustees shall be made through the President.

VIII. Amendments

- A. These bylaws may be altered, amended, or repealed by a majority vote of the Board at a regular or special meeting, provided that any such proposed changes shall have been presented in writing at a regular or special meeting preceding the meeting at which the vote is to be taken. These bylaws supersede any and all bylaws previously adopted by the Board.

Revision History

04/20/2023, 06/25/2020, 05/16/2019, 09/15/2016, 09/18/2014, 07/18/2013, 05/2013, 03/2013, 07/2012, 06/16/2011, 10/16/2008, 03/16/2006, 12/15/2005

Ethics and Conflict of Interest Policy

I. Policy Statement

- A. Public Library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community. Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor, and integrity.

II. Code of Ethics

- A. Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- B. Trustees shall comply with all the laws, rules, and regulations that apply to them and to their library.
- C. Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- D. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- E. A Trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- F. Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- G. Trustees must avoid situations in which personal interests might be serviced or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- H. A Trustee shall immediately disqualify themselves whenever the appearance of or a conflict of interest exists.
- I. Trustees shall uphold the principles of intellectual freedom and resist all efforts to censor library materials and resources.
- J. Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure, or fear of criticism.
- K. Trustees shall refer staff grievances or problems to the Executive Director and refrain from becoming involved in controversy or conflict among staff.
- L. Trustees attend Board meetings regularly and if unable to fulfill their responsibilities, they consider resigning their position.

III. State Officials and Employees Ethics Act

- A. All Library Trustees will adhere to the State Officials and Employees Ethics Act (5 ILCS 430) in all areas that apply, including prohibited political activities and the gift ban.

Revision History

08/01/2018, 12/01/2015, 08/21/2008, Gift Ban Resolution: 06/17/1999

Public Comment Policy

I. Purpose

- A. The Board provides for citizens to be heard at its meetings by designating a place on the agenda for public comments.
- B. A person addressing the Board shall limit comments to items included on the agenda, of interest to, and within the jurisdiction of the Board of Library Trustees.
- C. In accord with the Illinois Compiled Statutes and ordinances of the Village of Mount Prospect, it is unlawful to disturb or interrupt any meeting of the Board of Library Trustees.

II. Guidelines for Speaking

- A. The Board President or meeting chairperson is responsible for ensuring the orderly conduct of Board meetings.
- B. Individuals wishing to be heard by the Board will be recognized by the Board President or meeting chairperson during the Public Comment portion of the Board meeting agenda.
- C. All individuals shall clearly identify themselves, providing their name and any affiliation with a group (if any) they are representing; providing a current residential address is optional. After identifying themselves, speakers may make brief comments. Speakers are requested to sign in indicating their interest in speaking.
- D. An immediate response from the Board regarding any comment is not required. The Board President or meeting chairperson is the official Board spokesperson.
- E. The Board President or meeting chairperson may set a time limit on the length of public comment and/or a time limit for individual speakers. Generally, an individual will be limited to a maximum of five (5) minutes. Generally, the length of public comment will be thirty (30) minutes for the duration of the meeting.
- F. The Board President or meeting chairperson will stop any public comment that is contrary to these guidelines.
- G. Individuals who disrupt a Board meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called.
- H. Meeting minutes are a summary of the Board's (or Committee's) discussions and actions. Requests by speakers or visitors to have written statements, correspondence, or other documents appended to the minutes will be rejected. Suggestions that the minutes allude to such documents and that these documents be made available by the library for public inspection will be considered.

Revision History

05/19/2022, 02/18/2021, 04/01/2016, 11/01/2014, 03/01/2014, 04/21/2011

Gift and Donation Policy

I. Purpose

- A. The Board of Library Trustees of the Mount Prospect Public Library encourages gifts and contributions that will help the library better serve the needs of the community. All donations and gifts to the library are subject to applicable Illinois statutes as well as the library's existing policies and guidelines, including those relating to the selection of and access to books and other resources. The Library Board or the Board's delegated authority makes the final decision on the acceptance of gifts and also reserves the right to decide any conditions of recognition, display, housing, access, and disposal. The library is granted unconditional ownership of each gift. In all instances, the library reserves the right to utilize gifts as it sees fit and to dispose of gifts deemed to be no longer suited for or needed by the library.

II. Acceptance of Gifts

- A. Gifts of Books and Other Library Resources. The library may accept or decline gifts in the form of books, recordings, and other library materials or resources. Library staff, in accordance with existing library policies and guidelines, may exercise discretion concerning which materials shall be retained for the library's own collection. Donations of books and other materials that are not added to the library's collection or the Friends book sales are donated to charitable organizations and not returned to donors.
- B. Monetary Gifts. The library encourages unrestricted monetary gifts so that contributions can be used to best support the library's strategic plan and the needs of the community. The library will consider the wishes of donors when accepting restricted gifts but reserves the right to decline restricted gifts. When the library receives a cash gift for the purchase of materials or other resources, the donor may specify the general subject area of the item(s) to be purchased. A list of general subject areas are available upon request.
- C. Non-Monetary Gifts. Gifts of furniture, paintings, statuary, plants, other tangible personal property, and professional services may be accepted or declined by the library. Any conditions attached to the proposed gift, including, but not necessarily limited to, the type of recognition provided and the location, disposition, handling or display of the article, will be considered when determining acceptance. Any such conditions which the library regards to be inappropriate or impractical may provide a basis for rejection of the gift or for further negotiation with the donor.
- D. Gifts of Securities. Marketable securities received by the library as gifts may be accepted by the library and will be sold as soon as practicable at the market rate. The net proceeds of unrestricted gifts will be used to support the library's strategic plan and the needs of the community. The library will consider the wishes of donors when accepting restricted gifts of securities but reserves the right to decline restricted gifts. Gifts offered to the library consisting of securities that are not readily marketable may not be accepted.

III. Recognition of Gifts and Valuation

- A. Written Acknowledgement. The library shall provide prompt written acknowledgement to donors, including the amount of monetary gifts. Upon request of the donor, gifts to the library can be made anonymously and donor information will be kept confidential.

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- B. Valuation. The library will not issue a statement to the donor regarding the deemed value of non-monetary gifts. Where recognition is dependent upon the value of a gift, whether an in-kind gift, a book or collection of books, or other type of non-monetary gift, an independent, qualified appraisal may be initiated by the prospective donor and at the donor's expense. The library will provide upon request a letter of acknowledgment to a donor describing the gift and its apparent condition.

IV. Naming Rights

- A. Donor Wall. The primary opportunity for named recognition in the library is through the Donor Wall. The monetary thresholds for wording and size shall be available upon request to the library.
- B. Space and Resource Naming. The Board will consider honorary names for certain library spaces or other resources as a means to acknowledge extraordinary gifts to the library. Proposals for naming recognition should be submitted to the library's Executive Director for consideration by the Board.

Any donations made for naming opportunities for tangible items are made with the understanding that these items will be used and disposed of at the library's discretion, unless otherwise mutually agreed upon by the donor and library at the time the donation is accepted. All naming opportunities must be consistent with the library's policies and the following guidelines.

1. The terms and conditions of naming recognition shall be confirmed in writing by an Agreement signed by the donor and the library.
2. The naming is not likely to be perceived as an endorsement of an individual, organization, product or service. The naming will not impose a restriction on the library as a condition of the donation. No product logos or commercial signatures are allowed in the design of any named recognition signage.
3. Naming opportunities do not extend beyond the useful life of the spaces, facilities, equipment, library collections, or other named elements.
4. The library reserves the right to alter or terminate an agreed-upon naming designation under unusual or extraordinary circumstances. If circumstances change for a named element or area, the library, in conjunction with the donor as much as possible, will determine if an alteration or relocation of recognition is appropriate and feasible. Factors to be considered include, but are not limited to:
 - i. Circumstances change for the named element, e.g., it is significantly altered, is no longer needed/ceases to exist, is replaced, is significantly renovated or is no longer in use.
 - ii. If the individual or corporation is engaged in activities that are in conflict with the library's mission and values or is involved in disreputable or criminal activities that would reflect poorly on the library.
 - iii. The pledge obligation is unfulfilled.

Revision History

05/18/2023, 12/11/2018, 11/30/2018, 08/22/2018, 09/01/2016, 05/01/2013, 08/01/2012, 07/01/2011, 01/01/2010, 10/26/2007, 09/21/2006, Replaced Gift Policy 1980, 1978, 01/09/1975

February 2025

FanFest

- 1) This year's FanFest broke records again, exceeding 2024's attendance with 1,156 patrons checking in at the swag bag giveaway table and enjoying festivities. The door count was close to 2,000 for the day, which feels like the max the library can reasonably accommodate.
- 2) The excitement of FanFest was not limited to just the fandom-related activities for the day. Patrons may have planned their visit around the festivities, but many patrons also took advantage of their visit to take library materials home. On the day of FanFest, 1,856 items were checked out, and 2,073 items were checked in. It was the single highest day for both checkouts and returns in 2025 so far! We also issued eight new library cards that day.
- 3) Youth celebrated Bluey at FanFest by having patrons decorate their own long dogs (these dogs are hidden in every episode of Bluey). In the spirit of the show, we then asked for the patron to hide their long dogs for others to find. 800 long dogs were created for the event, and so far, we have found 34 in the Youth area. We also discovered that Mount Prospect patrons are a creative bunch (and have very long arms)!
- 4) The 501st Legion is an international fan-based organization dedicated to the construction and wearing of screen-accurate replicas of certain Star Wars villains. We had several attend FanFest, and we put them to work at the Circulation desk.
- 5) The Friends recruited over 20 volunteers to make popcorn for FanFest, and we are still finding popcorn in all of the corners of the library.
- 6) Several volunteers wore the Monty the Duck costume to greet guests and also walked in the cosplay runway.



Fiction/AV/Teen

- 1) The Shakespeare Project of Chicago's performance of *The Winter's Tale* drew another large crowd of appreciative patrons. The lengthy performance was scheduled to end after the library closed that evening, with final closing procedures taking place smoothly.
- 2) The popular bimonthly adult BookFix service filled up fast again, as it has consistently done recently. It offers patrons a hand-selected title geared to their preferences included in a bag of fun goodies.



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- 3) This month's teen craft program was "Macramé Keychains." Despite being rescheduled due to a weather emergency, teens eagerly added beads and embroidery floss to customize their keychains.

South Branch & Community Engagement

- 1) We hosted two I-Pass on Demand events at which patrons were able to acquire I-Pass sticker tags, update or open new accounts, and ask questions about the I-Pass Assist program which allows economically disadvantaged drivers to access the full benefits of I-Pass.
- 2) Library and Human Services staff met with outreach representatives from the U of I's Extension program to learn about the free nutrition education programs they offer to children and adults, and to consider if there are any opportunities for collaboration.
- 3) We visited Crystal Towers Condos, located just behind the CCC, to present a mouse-themed storytime and craft to families who live there. It was a good opportunity to interact with families who are walking distance from South Branch and to connect with the staff, who expressed interest in having us back.
- 4) The Village is conducting a needs assessment to evaluate the potential for the expansion of the Community Connections Center. As part of the process, we provided feedback on survey questions and will have a role in the community focus groups that will be conducted in March.
- 5) We hosted Valentine's Day with a storytime featuring stories, songs, and rhymes celebrating love and friendship of all kinds. The young audience was very enthusiastic, and there was good participation in all the interactive activities which also included creating a heart-shaped "pizza" with a variety of craft materials.

Youth Services

- 1) We celebrated World Read Aloud Day on February 5 by sharing stories at Euclid School. We visited 1st-3rd grade classrooms and saw 93 students and staff members.
- 2) For Super Saturday, we had 145 people attend "Hip-Hop Hype." Kids and their families watched Movement Revolution perform and even got a chance to show off their own hip-hop dance moves. This program was sponsored by the Foundation.



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- 3) In February, we focused on offering specialty programs while starting up the storytime rotation again. We offered "Potions Lab" for older kiddos, and "Baby Prom" and "Parachute Party" for younger children and their families. We had a total of 532 attendees at these programs in February.



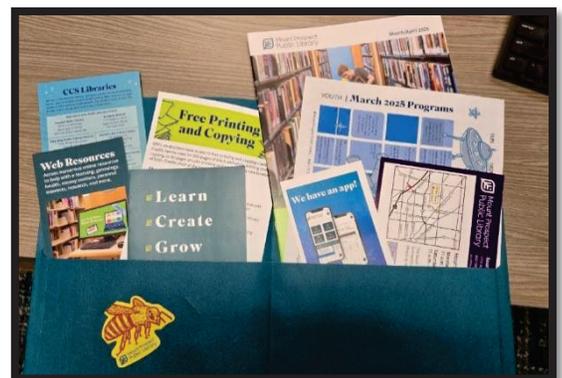
Circulation

- 1) In February, we upgraded our handouts for new card holders. We began providing all new card holders with a teal folder that contains all sorts of information and goodies related to MPPL, including the latest Preview, general information brochure, Youth program calendar, a map to South Branch, information about free printing, web resources, our app, a list of all CCS libraries, and a fun branded sticker. We also have informational brochures in both Spanish and Russian. Patrons have responded very positively to the new folders, and we will be on the lookout for ways to improve them even further in the future.
- 2) We worked with Research Services to make some improvements to the layout and labeling of Sheet Music on the second floor. Materials were shifted, and new, clearer signs were added to the area, to hopefully assist both patrons and staff alike in finding what they are looking for.



Research

- 1) "Frozen in Time: The W.C. Kimball, a Lake Michigan Shipwreck" was a virtual program on February 27 with 23 attendees. The presenter was very thorough and passionate about the topic and the presentation included great visuals. YouTube recording views as of March 10, 2025 were over 4,000! This is a record for Research programs. Patron comment: "This was one of the best zoom programs we have seen. Really enjoyed it."
- 2) The most popular program was Internet Privacy and Reducing Robocalls, 51 attended. This session was presented by the Citizen's Utility Board (CUB). Patron comment: "Thanks to our library for setting up online programs to educate for the safety of the general public!"



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- 3) We hosted another successful and well attended “Small Business Morning Meetup” (24 attended), a networking event that was launched in 2024.

Participant comments:

- a. “Thank you, Angela Baker, and MPPL, for fostering a space to invite community engagement to thrive. I look forward to networking again soon!”
- b. “Thanks for hosting this program! I recommend this program when I network with local professionals!”
- c. “It is so awesome to see how much this event has grown! It's a wonderful service for the community. Thank you for everything you do!”



Patron Services

- 1) We have new and improved access badges for volunteers and staff. With the help of HR, we have created new badges for volunteers. We’ve worked hard to streamline this process, so hopefully the results will be wonderful for everyone.
- 2) We organized an assembly line to compile 750 swag bags for FanFest. We sent out a call for help to all staff, and the bags were completed in two days.

Human Resources & Learning

- 1) Number of open positions: 1. Human Resources Assistant (PT)
- 2) Number of vacant positions filled: 4. Circulation Desk Assistant (PT), Early Childhood Librarian (FT), Technical Services Assistant (PT), Fiction/AV/Teen Assistant (PT)
- 3) Number of separations: 0
- 4) Staff anniversaries: Janine Wisniewski, Circulation Department Head, 15 years
- 5) We held our first quarterly supervisor training session for 2025, and the topic was delegation. Managers learned the benefits of delegation, how to identify appropriate items to delegate, and tips for implementation.

Building & Security

- 1) The main location suffered a large power outage on February 19 due to electrical work in the area. We had a handful of issues arising from the power outage, including our automatic doors, boiler pump, elevators, fire suppression system, and generator. All of these items have been repaired except for the generator (we are waiting on parts.) We had to close early that day due to the lack of power.



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Technical Services

- 1) We have been working with our largest materials vendors, Baker & Taylor and Ingram, to implement EDI ASN, or Electronic Data Interchange Advanced Shipping Notice. EDI is a technology that allows the library to order materials more efficiently from the vendor and receive electronic invoices. The ASN portion allows the library to know exactly what has been shipped, where it is in transit, and to be able to receive all the materials in each box in the ILS by scanning a single barcode that is printed on the box and the packing list. EDI ASN has been available as a technology in the shipping and logistics industry since the 1970s, and available to the library world since the 90's.
- 2) Just in time for Valentine's Day, the Kitchen category of Library of Things was expanded to include holiday themed cake pans and cookie cutters, as well as candy molds. Introduced in October of last year, this category has had the quickest growth of all the Library of Things categories and now has 60 items in it with another 14 slated to be rolled out over the next few weeks.
- 3) Our longtime Assistant Department Head of Technical Services announced her retirement after over 20 years at MPPL. We wish her the best.

Information Technology

- 1) We have installed a new copier in the Youth department. This advanced copier will enable staff to create booklets, utilize multi-position stapling finishes, and perform 2/3-hole punching. This allows us to do more in-house printing on-demand.

Marketing

- 1) General Interest e-newsletter:
 - a. February 7 and 21 emails featured ILP's Amy Tan program and FanFest. Both had an average open rate of 51%. The highest clicks were Book Discussions and FanFest.
 - b. We regularly share program recordings so patrons can watch a program they may have wanted to attend but couldn't.
- 2) The Parent-Caregiver e-newsletter featured FanFest, Super Saturday, and the new Hooked on Books reading club for elementary school children. The open rate was 68% and the highest click was for FanFest.
- 3) The Business Finance & Career e-newsletter featured the "Small Business Morning Meetup" and a Social Media for Business book list. The open rate was 67% and the highest click was for the "Internet Privacy and Reducing Robocalls with CUB" program.



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- 4) Summer Reading designs are underway! Marketing projects kicked off at the end of February, and we are excited to promote this year's program; especially because we are doubling the number of registration T-shirts available for signing up.
- 5) The new layout in our print newsletter for the Message from the Executive Director has been launched and features a personal message from the Executive Director (with a photo).

Friends of the Mount Prospect Public Library

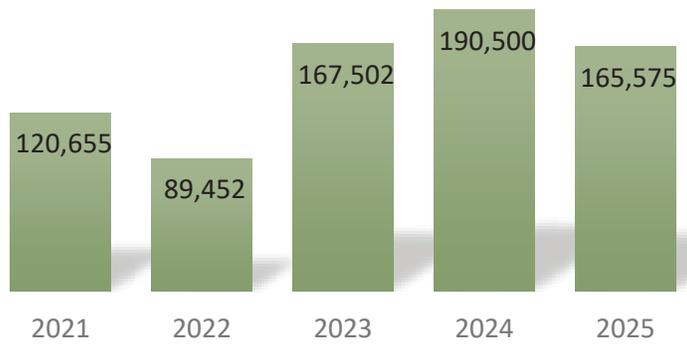
- 1) The Friends requested permanent moorings for rotating event banners in front of the library's electronic sign.
- 2) The Board approved sponsoring a hole at the Library Foundation's March 15 Mini Golf fundraising event.

Mount Prospect Public Library Foundation

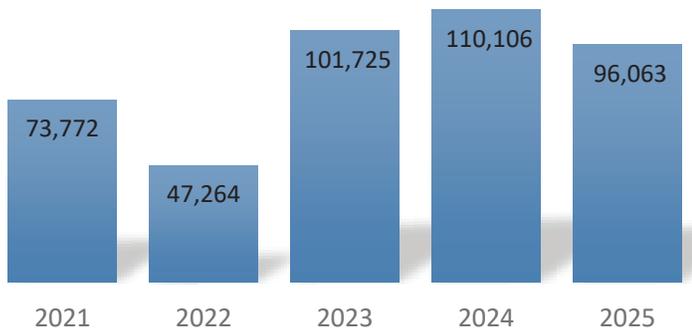
- 1) The Board appointed Chuck Bennett to the Board.
- 2) The Mini Golf fundraiser has 13 sponsors, and the Board is recruiting volunteers from local service clubs and schools. Historically the event had 40+ volunteers, and the available shifts are nearly full for the March 15 event.
- 3) The 2024 year-end appeals campaign closed on February 28. Results will be presented at the March meeting.

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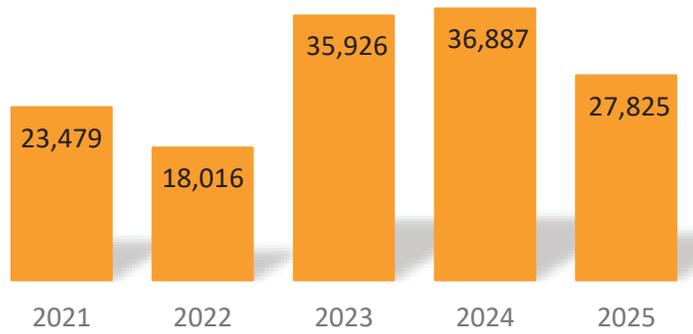
Overall Circulation YTD



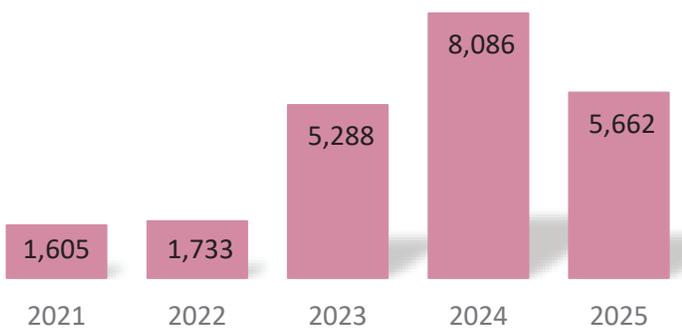
Book Circulation YTD



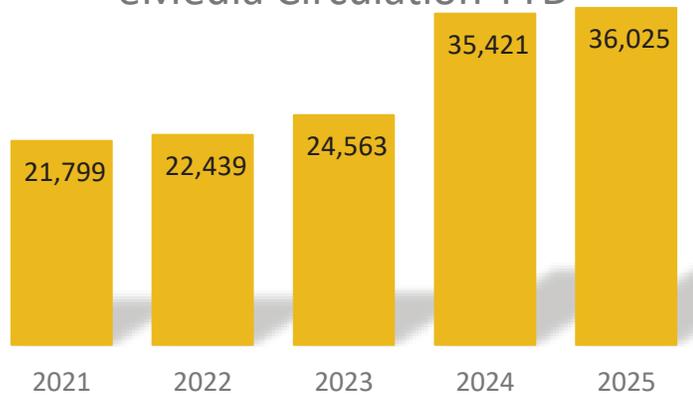
AV Circulation YTD



LoT Circulation YTD

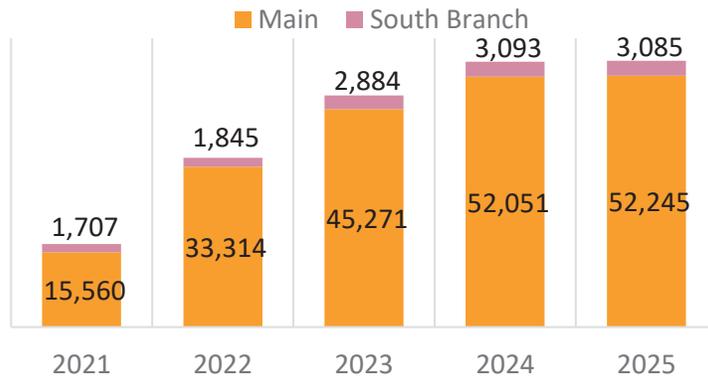


eMedia Circulation YTD

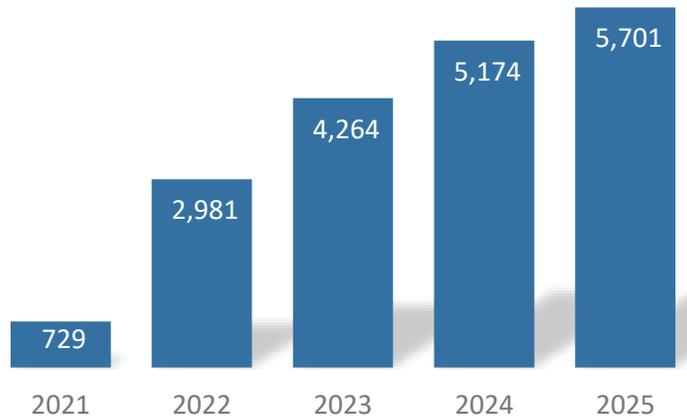


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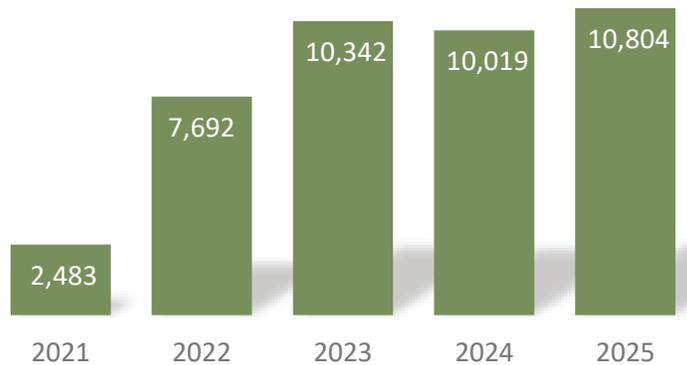
2025 Door Count - YTD



Public Computer Hours Usage YTD

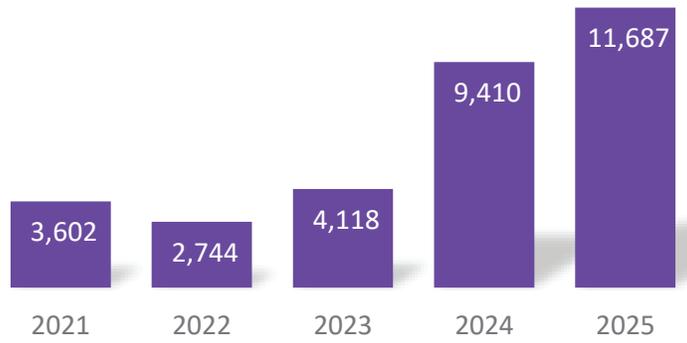


Wireless Unique Users YTD

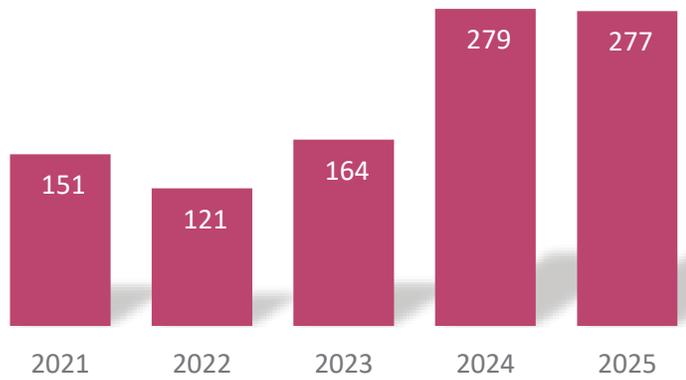


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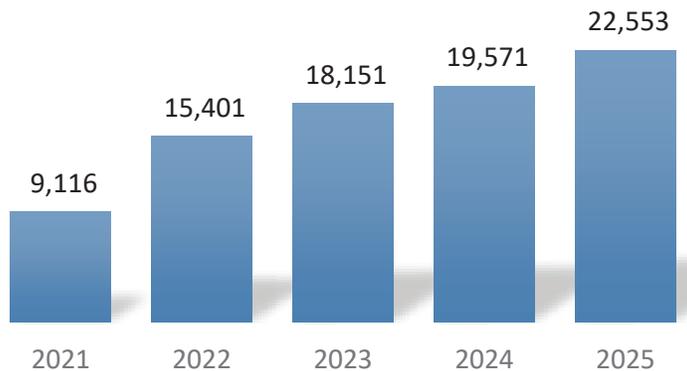
Program Attendance YTD



Number of Programs YTD

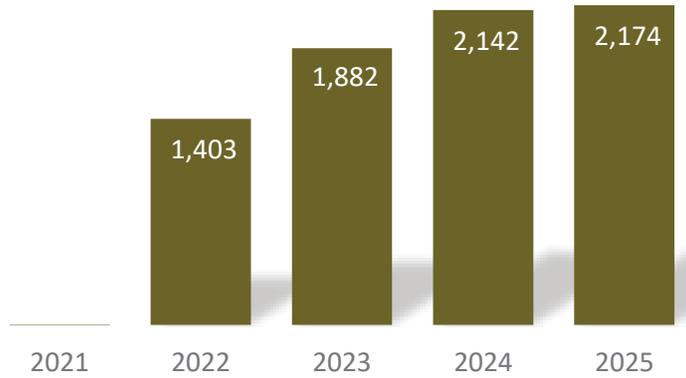


Questions Answered YTD

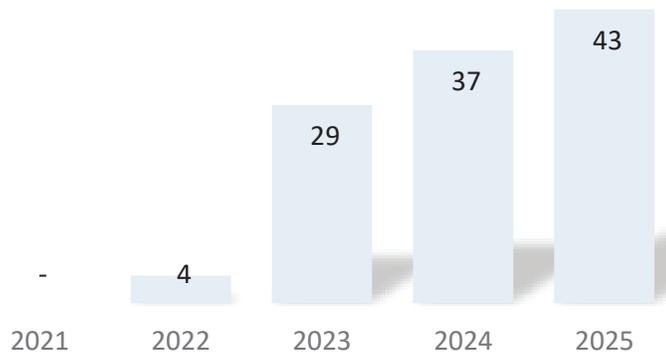


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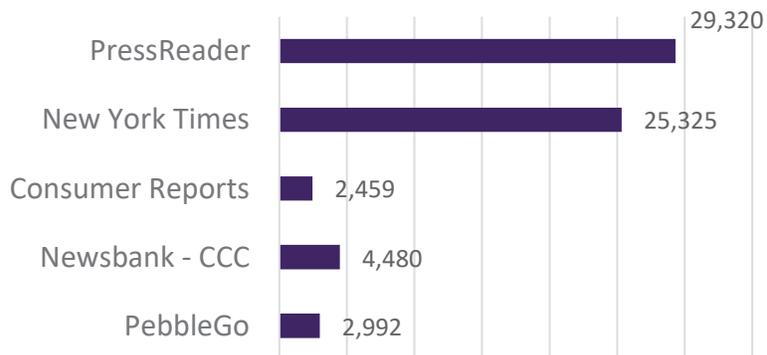
Study Room Usage YTD



Meeting Room Usage by Public YTD



2025 YTD Top 5 Databases



Strategic Plan Progress Report

Items Completed in February 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. We have completed the new layout of the 2nd floor, including establishing the number and location of shelving units.
 - b. On March 14, 2025 a group of staff met with the architects at the Merchandise Mart to evaluate public seating options.
 - c. We are on target to send the schematic design to our construction manager at the end of March. Once we receive this first set of pricing, we will refine the design to meet our budget.

2. **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 have begun holding staff input sessions facilitated by our consultant, Molly Castor from Stacks Consulting.
 - b. We expect to present the completed plan to the Board at the regular September meeting.

3. **Adult Programming**. In January 2025 the Board provided input and suggestions regarding adult programming. Programs that respond to the suggestions will be listed here:
 - a. Leverage AI for Career Success held on 2/20/25
 - b. Internet Privacy and Reducing Robocalls with CUB held on 2/13/25
 - c. Cricut Design Space for Beginners held on 1/22/25
 - d. YouTube recordings posted after the program was held:
 - i. Frozen in Time (1,580 views)
 - ii. Leverage AI for Career Success (60 views)
 - iii. After You're Gone: Future Proofing Your Genealogy Research (63 views)
 - iv. Internet Privacy and Reducing Robocalls with CUB (26 views)
 - v. Get Organized for Your Job Search (19 views)
 - vi. Ace the Job Interview (18 views)
 - vii. Cutting the Cord (17 views)