

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

Regular Board Meeting  
May 15, 2025, 6:00 p.m.  
Meeting Room B

**AGENDA\***

1. **Call to Order**
2. **Swearing in of Newly Elected Trustees by Village Clerk Karen Agoranos**
  - a. Sylvia Fulk, Brian Gilligan
3. **Roll Call**
4. **Officer Elections 2025-2026 (4)**
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
5. **Public Comment.** Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
6. **President's Report**
  - a. Review candidate appointment process and timeline
7. **Partners in Support: Friends and Foundation Roles Explained,** Joanne Greenwald, Communications Specialist
8. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of April 17, 2025 **(5-7)**
  - b. April 2025 Bills and Financial Reports **(8-22)**
9. **Review/Approve Collection Development Policy (23-28)**
10. **Executive Director Report (3)**
  - a. April 2025 Library Activity Report **(29-38)**
  - b. Strategic Plan Update **(39)**
  - c. Project B Design Update
11. **Trustee Reports and Comments**

**12. Upcoming Meetings and Events Calendar**

- a. May 20 – Foundation Board Meeting – Mary Anne Benden
- b. May 21 – Meet the Board – Sylvia Haas
- c. May 29, 5:00 p.m. – Civic Connections Municipal Networking Event
- d. June 5, 6:00 p.m. – Special Board Meeting
  - i. Trustee Candidate Interviews
- e. June 19, 6:00 p.m. – Regular Board Meeting
  - i. Committee Appointments 2025-2026
- f. June 23 – Foundation Board Meeting – Brian Gilligan

**13. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report  
May 15, 2025**

1. **Swearing in of Newly Elected Trustees.** This is agenda item number 2. Village Clerk Karen Agoranos will swear in newly elected trustees Sylvia Fulk and Brian Gilligan.
2. **Officer Elections 2025-2026.** This is agenda item number 4. Please see the memo in the packet for the slate of officers recommended by President Marie Bass.
3. **President's Report.** This is agenda item number 6. We have scheduled a Special Board Meeting for Thursday, June 5, 2025 from 6:00 p.m.-8:00 p.m. to interview library trustee candidates.
4. **Partners in Support: Friends and Foundation Roles Explained.** This is agenda item number 7. Joanne Greenwald, Communications Specialist and Friends and Foundation staff liaison, will present an overview of the roles of the library's support organizations. This is in response to a request from the board during the self-evaluation discussion in April.
5. **Consent Agenda.** This is agenda item number 8. Any item on the consent agenda can be removed by request and discussed and voted on separately.
6. **Review/Approve Collection Development Policy.** This is agenda item number 9. This month we will review the Collection Development Policy. Please see the memo in the packet that summarizes the changes.
7. **August 21, 2025 Board Meeting at South Branch.** Based on a suggestion from the April board meeting, we have scheduled the August 21 Regular Board Meeting to be hosted at our South Branch location. South Branch staff will give a presentation on a new offering, Spanish language one-on-one technology instruction, and will be available to give a tour after the meeting.
8. **Village of Mount Prospect Comprehensive Plan.** I have been invited to serve on the steering committee for Mount Prospect 2040: Planning Our Future. This project will "help shape the vision and priorities for our community over the next 10 to 15 years."
9. **Upcoming Dates to Remember**
  - a. Thursday, May 29, 2025, Civic Connections Municipal Networking Event, 5-6:30 p.m.
  - b. Saturday, August 16, 2025, Volunteer Appreciation Luncheon

## MEMO 2025-2026 SLATE OF OFFICERS

### Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: May 15, 2025  
Re: 2025-2026 Slate of Officers

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President Marie Bass will present a recommendation for the 2025-2026 slate of officers:

- President – Kristine O’Sullivan
- Vice President – Mary Anne Benden
- Treasurer – Brian Gilligan
- Secretary – Sylvia Haas

These offices will be voted on at the May 15 meeting.

**Motion language:**

“I move to approve the 2025-2026 slate of officers as presented.”

**Regular Board Meeting**  
**April 17, 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 6:10 p.m.], Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

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

Visitors: Two visitors attended

3. Public Comment

A patron voiced concern regarding Executive Order 14238 and expressed support for MPPL and libraries.

4. President's Report

President Bass presented a recommendation for the 2025–2026 slate of officers, which will be voted on at the Regular Board meeting on May 15: President: Kristine O'Sullivan, Vice President: Mary Anne Benden, Treasurer: Brian Gilligan, Secretary: Sylvia Haas.

5. Resolution Honoring Library Trustee Rosemary Groenwald

Trustee Bass read aloud the resolution honoring Library Trustee Rosemary Groenwald.

Trustee Groenwald announced that this board meeting would be her final one, departing earlier than the originally planned May meeting. She expressed deep gratitude for the experience, sharing how much she will miss the library and the colleagues she has worked with.

6. Consent Agenda

- a. Minutes of Regular Board Meeting of March 20, 2025
- b. March 2025 Bills and Financial Reports
- c. Approve bid for 2025 Automatic Doors Replacement Project to Tee Jay Service Company for a cost of \$66,248

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

7. First Quarter Financial Review

Finance and Facilities Director Malachi Kohlwey reviewed the first quarter of 2025 revenue and expenditures and answered questions. He reported the library has received 49% of its annual projected property tax revenue in the first quarter.

8. Board Self-Evaluation

Trustees reviewed and discussed the board self-evaluation survey, highlighting that this was the first time the board has conducted an assessment of its own performance.

Trustees offered several suggestions, including holding a Regular Board meeting at the South Branch location, presenting information about the roles of the Friends and Foundation organizations, and inviting trustees to staff departmental orientations.

9. Trustee Appointment Process and Timeline

Marie Bass announced that two potential candidates have expressed interest in serving on the board. The trustees agreed to hold a Special Board meeting on June 5 to interview the candidates, depending on their availability.

10. Review Patron Privacy, Volunteer, and Fiscal Accountability Policies

Executive Director Reynders presented the Patron Privacy, Volunteer, and Fiscal Accountability Policies, reviewed the suggested updates to each, and answered questions. She pointed out a revision to the Fiscal Accountability Policy in Section V, Fund Usage, specifying that Item A2 should indicate a timeframe of 6 to 9 months.

Motion was made by Trustee Benden and seconded by Trustee Gilligan to approve the Patron Privacy, Volunteer, and Fiscal Accountability Policies as amended. Voice vote carried.

11. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and the strategic plan and answered questions. She reported that the Civic Connections Municipal Networking Event will be held on Thursday, May 29 from 5:00-6:30 p.m. and encouraged all trustees to attend.

12. Trustee Reports and Comments

Trustee Mary Anne Benden attended the April 2 Village Board meeting to accept the National Library Week Proclamation. During the meeting, she noted that Executive

Order 14238 had been issued, citing the elimination of the Institute of Museum and Library Services that provides funding to libraries in Illinois.

Trustee Marie Bass attended the March 24 Foundation Board meeting and reported that the Mini Golf Fundraiser attendance was the highest number recorded.

13. Upcoming Meetings and Events Calendar

- a. No Foundation Board Meeting held in April
- b. May 1, 6:00 p.m. – Committee of the Whole Meeting – canceled
- c. May 3-4 – Friends Book Sale
- d. May 9 – Library Closed for Staff In-Service Day
- e. May 15, 6:00 p.m. – Regular Board Meeting
  - i. Swearing in of newly elected Trustees
  - ii. Officer Elections 2025-2026
- f. May 19 – Foundation Board Meeting – open
- g. May 29, 5:00 p.m. – Civic Connections Municipal Networking Event
- h. June 5, 6:00 p.m. – Trustee candidate interviews

14. Adjournment

Motion was made by Trustee O'Sullivan and seconded by Trustee Benden to adjourn the Regular Board meeting at 7:10 p.m. Voice vote carried.

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Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of April 30, 2025

Library General Fund	8,951,109.69
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,746,529.72
Debt Service Fund	0.00
Gift Fund	567,805.66

<b>Total All Funds</b>	<b>\$ 17,381,491.33</b>
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#### Disbursements April 2025

<b>\$ 960,724.87</b>
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#### Financial Summary

##### Fund Balances

Library General Fund	\$	8,951,109.69
Annual Operating Budget 2025	\$	11,413,210.00
General Fund - Months in Reserve		9.4
General Fund - Percent in Reserve		78.4%

##### YTD Spending Summary

- \* We're on target with spending, and our YTD percentage expended is 32.4%
- \* Last year at this time, we had expended 32.0%

##### Levy Collection

- \* To date, 51.53% of the total Tax revenue has been collected



# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 04/30/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$280,216.05	\$0.00	\$0.00	\$0.00	\$0.00	\$280,216.05
Interest Income	\$21,560.95	\$0.00	\$21,211.30	\$0.00	\$0.00	\$42,772.25
Miscellaneous Fees	\$1,614.80	\$0.00	\$0.00	\$0.00	\$0.00	\$1,614.80
Friends Reimbursement	\$5,494.07	\$0.00	\$0.00	\$0.00	\$0.00	\$5,494.07
Miscellaneous Income	\$4,497.70	\$0.00	\$0.00	\$0.00	\$0.00	\$4,497.70
<b>Total Revenues</b>	<b>\$313,383.57</b>	<b>\$0.00</b>	<b>\$21,211.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$334,594.87</b>
<b>Expenses</b>						
Salaries & Benefits	\$615,206.30	\$0.00	\$0.00	\$0.00	\$0.00	\$615,206.30
Management Expense	\$34,518.27	\$0.00	\$0.00	\$0.00	\$0.00	\$34,518.27
Operating Expense	\$44,410.00	\$0.00	\$0.00	\$0.00	\$8.99	\$44,418.99
Building Expense	\$50,892.01	\$0.00	\$0.00	\$0.00	\$0.00	\$50,892.01
Library Materials	\$79,808.99	\$0.00	\$0.00	\$0.00	\$0.00	\$79,808.99
Reimbursable Expense	\$3,873.06	\$0.00	\$0.00	\$0.00	\$0.00	\$3,873.06
Capital Outlay	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00
<b>Total Expenses</b>	<b>\$828,708.63</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$8.99</b>	<b>\$843,717.62</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$9,466,434.75</b>	<b>\$2,116,046.26</b>	<b>\$5,740,318.42</b>	<b>\$0.00</b>	<b>\$567,814.65</b>	<b>\$17,890,614.08</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$515,325.06)</b>	<b>\$0.00</b>	<b>\$6,211.30</b>	<b>\$0.00</b>	<b>(\$8.99)</b>	<b>(\$509,122.75)</b>
<b>ENDING FUND BALANCE</b>	<b>\$8,951,109.69</b>	<b>\$2,116,046.26</b>	<b>\$5,746,529.72</b>	<b>\$0.00</b>	<b>\$567,805.66</b>	<b>\$17,381,491.33</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 04/30/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<b>Library Fund</b>						
Property Taxes	\$280,216.05	\$5,745,523.32	\$11,150,060.00	\$5,404,536.68	51.53%	48.47%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$21,560.95	\$75,802.51	\$100,000.00	\$24,197.49	75.80%	24.20%
Fees	\$1,580.30	\$6,870.71	\$18,250.00	\$11,379.29	37.65%	62.35%
For Sale Items	\$34.50	\$165.25	\$400.00	\$234.75	41.31%	58.69%
Miscellaneous Income	\$4,497.70	\$4,525.39	\$0.00	(\$4,525.39)	0.00%	0.00%
Friends Reimbursement	\$5,494.07	\$8,772.97	\$44,400.00	\$35,627.03	19.76%	80.24%
Foundation Reimbursement	\$0.00	\$3,520.79	\$11,200.00	\$7,679.21	31.44%	68.56%
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	\$313,383.57	\$5,845,180.94	\$11,408,210.00	\$5,563,029.06	51.24%	48.76%
<b>Working Cash Fund</b>						
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%
<b>Capital Projects Fund</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$21,211.30	\$99,541.73	\$0.00	(\$99,541.73)	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 Fun	\$21,211.30	\$99,541.73	\$0.00	(\$99,541.73)	0.00%	0.00%

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 04/30/2025

<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	\$48.06	\$0.00	(\$48.06)	0.00%	0.00%
Total Gift Fund	\$0.00	\$91.54	\$5,000.00	\$4,908.46	1.83%	98.17%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 04/30/2025

<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	\$479,997.42	\$1,908,069.34	\$6,065,713.00	\$4,157,643.66	31.46%	68.54%
IMRF	\$28,930.95	\$115,434.27	\$365,463.00	\$250,028.73	31.59%	68.41%
MC/FICA	\$34,264.34	\$137,453.91	\$461,583.00	\$324,129.09	29.78%	70.22%
Medical Insurance	\$71,859.14	\$267,771.36	\$795,000.00	\$527,228.64	33.68%	66.32%
Life Insurance	\$154.45	\$603.10	\$3,000.00	\$2,396.90	20.10%	79.90%
Unemployment Compensation Tax	\$0.00	\$237.65	\$7,000.00	\$6,762.35	3.40%	96.61%
Total Salaries & Benefits	\$615,206.30	\$2,429,569.63	\$7,697,759.00	\$5,268,189.37	31.56%	68.44%
Management Expenses						
Audit	\$0.00	\$0.00	\$6,600.00	\$6,600.00	0.00%	100.00%
Legal Fees	\$405.00	\$1,080.00	\$10,000.00	\$8,920.00	10.80%	89.20%
Printing	\$14,325.32	\$42,457.56	\$100,000.00	\$57,542.44	42.46%	57.54%
Marketing	\$7,488.18	\$16,677.17	\$100,800.00	\$84,122.83	16.54%	83.46%
Professional Dues	\$1,054.00	\$2,902.00	\$14,500.00	\$11,598.00	20.01%	79.99%
Board Development	\$932.50	\$1,548.50	\$3,100.00	\$1,551.50	49.95%	50.05%
Human Resources	\$10,051.41	\$43,105.27	\$174,400.00	\$131,294.73	24.72%	75.28%
Other Operating	\$261.86	\$5,571.73	\$42,655.00	\$37,083.27	13.06%	86.94%
Total Management Expenses	\$34,518.27	\$113,342.23	\$452,055.00	\$338,712.77	25.07%	74.93%
Operating Expenses						
Telecommunications	\$2,605.48	\$11,882.29	\$34,900.00	\$23,017.71	34.05%	65.95%
Insurance	\$0.00	\$102,295.90	\$105,000.00	\$2,704.10	97.42%	2.58%
Office Supplies	\$2,045.87	\$7,775.54	\$30,050.00	\$22,274.46	25.88%	74.12%
Library Supplies	\$4,605.05	\$6,726.70	\$25,500.00	\$18,773.30	26.38%	73.62%
Postage	\$3,337.13	\$10,272.59	\$34,000.00	\$23,727.41	30.21%	69.79%
Contract Services	\$19,379.07	\$50,287.70	\$118,600.00	\$68,312.30	42.40%	57.60%
Software	\$12,437.40	\$56,752.17	\$141,375.00	\$84,622.83	40.14%	59.86%
Total Operating Expenses	\$44,410.00	\$245,992.89	\$489,425.00	\$243,432.11	50.26%	49.74%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 04/30/2025

	<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>
Building Expenses						
Building Maintenance	\$33,335.91	\$66,837.40	\$156,710.00	\$89,872.60	42.65%	57.35%
Hardware & System Maintenance	\$8,004.50	\$84,426.65	\$148,525.00	\$64,098.35	56.84%	43.16%
Janitorial	\$5,050.26	\$27,092.50	\$79,300.00	\$52,207.50	34.16%	65.84%
Equipment	\$979.45	\$53,897.50	\$192,220.00	\$138,322.50	28.04%	71.96%
Utilities	\$3,521.89	\$21,541.57	\$47,951.00	\$26,409.43	44.92%	55.08%
Total Building Expenses	<u>\$50,892.01</u>	<u>\$253,795.62</u>	<u>\$624,706.00</u>	<u>\$370,910.38</u>	<u>40.63%</u>	<u>59.37%</u>
Services and Resources						
Adult Print	\$17,568.37	\$66,311.71	\$256,800.00	\$190,488.29	25.82%	74.18%
Adult AV	\$2,720.38	\$8,761.68	\$33,400.00	\$24,638.32	26.23%	73.77%
Youth Print	\$11,631.73	\$38,417.46	\$177,800.00	\$139,382.54	21.61%	78.39%
Youth AV	\$1,445.29	\$6,566.38	\$24,000.00	\$17,433.62	27.36%	72.64%
Magazines	\$1,020.09	\$10,668.70	\$18,600.00	\$7,931.30	57.36%	42.64%
Electronic Resources	\$8,833.54	\$51,347.99	\$190,000.00	\$138,652.01	27.03%	72.97%
Digital Media	\$25,305.31	\$115,872.42	\$338,065.00	\$222,192.58	34.28%	65.72%
E-Learning	\$0.00	\$27,600.89	\$50,000.00	\$22,399.11	55.20%	44.80%
Library of Things	\$2,801.69	\$19,225.76	\$75,000.00	\$55,774.24	25.63%	74.37%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$1,134.18	\$12,943.06	\$28,000.00	\$15,056.94	46.23%	53.77%
Programs	\$7,348.41	\$18,867.82	\$101,300.00	\$82,432.18	18.63%	81.37%
Total Services and Resources	<u>\$79,808.99</u>	<u>\$377,252.07</u>	<u>\$1,293,665.00</u>	<u>\$916,412.93</u>	<u>29.16%</u>	<u>70.84%</u>
Transfers						
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$800,000.00</u>	<u>\$800,000.00</u>	<u>0.00%</u>	<u>100.00%</u>
Total Transfers	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$800,000.00</u>	<u>\$800,000.00</u>	<u>0.00%</u>	<u>100.00%</u>
Sponsored Expenses						
Foundation Expenses	\$2,384.73	\$5,778.32	\$11,200.00	\$5,421.68	51.59%	48.41%
Friends Expenses	\$1,488.33	\$10,266.47	\$44,400.00	\$34,133.53	23.12%	76.88%
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	<u>\$3,873.06</u>	<u>\$16,044.79</u>	<u>\$55,600.00</u>	<u>\$39,555.21</u>	<u>28.86%</u>	<u>71.14%</u>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 04/30/2025

		<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>
Total Library Fund		\$828,708.63	\$3,435,997.23	\$11,413,210.00	\$7,977,212.77	30.11%	69.89%
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%
<b><u>Capital Project Fund</u></b>							
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	\$15,000.00	\$35,000.00	\$250,000.00	\$215,000.00	14.00%	86.00%
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		\$15,000.00	\$35,000.00	\$250,000.00	\$215,000.00	14.00%	86.00%
<b><u>Gift Fund</u></b>							
300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$8.99	\$5,678.99	\$50,000.00	\$44,321.01	11.36%	88.64%
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		\$8.99	\$5,678.99	\$50,000.00	\$44,321.01	11.36%	88.64%

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/03/2025	AMAZON	\$4306.66
04/03/2025	ARLINGTON HEIGHTS ME	\$25.00
04/03/2025	BAKER & TAYLOR, INC	\$8708.36
04/03/2025	BANNERVILLE USA	\$215.00
04/03/2025	CENTER POINT LARGE	\$33.20
04/03/2025	DEMCO	\$50.37
04/03/2025	ELM USA, INC.	\$192.45
04/03/2025	GREY HOUSE PUBLISHIN	\$151.47
04/03/2025	ILLINOIS STATE GENEALOGICAL SOCIETY	\$40.00
04/03/2025	INGRAM	\$4720.86
04/03/2025	Library Furniture In	\$5871.00
04/03/2025	MANUFACTURERS NEWS	\$1130.00
04/03/2025	MENARDS	\$22.05
04/03/2025	MIDWEST TAPE	\$85.98
04/03/2025	OVERDRIVE, INC	\$14147.97
04/03/2025	PLAYAWAY PRODUCTS LL	\$350.24
04/03/2025	SHAKESPEARE PROJECT	\$1250.00
04/03/2025	SUPERIOR INDUSTRIAL	\$400.50
04/03/2025	VERY SMART PEOPLE LL	\$200.00
04/03/2025	WAREHOUSE DIRECT	\$128.02
04/04/2025	CONSTELLATION NEW ENGLAND	\$3752.73
04/07/2025	AT&T	\$749.91
04/08/2025	AT&T	\$109.61
04/10/2025	REPUBLIC SERVICES #5	\$317.30
04/11/2025	Payroll 2025-0411	\$152404.06
04/11/2025	Payroll 2025-0411	\$56182.79
04/11/2025	1ST METROPOLITAN TRADING CO	\$40.00
04/11/2025	BAKER & TAYLOR, INC.	\$4596.23
04/11/2025	CINTAS #22	\$169.41
04/11/2025	COMBINED ROOFING SERVICES	\$2475.00
04/11/2025	GEOFFREY A WILLIAMSON	\$150.00
04/11/2025	ILLINOIS DEPARTMENT OF REVENUE	\$1067.60
04/11/2025	INFO USA MARKETING	\$7500.00
04/11/2025	INGRAM	\$1319.03
04/11/2025	LEGACY 1843 LLC	\$300.00
04/11/2025	LINKEDIN CORPORATION	\$13125.00
04/11/2025	MANUFACTURERS NEWS	\$381.90
04/11/2025	MICROSYSTEMS, INC	\$668.20

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/11/2025	MIDWEST TAPE	\$317.93
04/11/2025	OTIS ELEVATOR COMPAN	\$3173.38
04/11/2025	OVERDRIVE, INC.	\$4605.64
04/11/2025	POCKET CIRCUS	\$550.00
04/11/2025	PRODUCT LLC	\$15000.00
04/11/2025	ROTARY CLUB OF RIVER	\$200.00
04/11/2025	SMARTY PANTS WORLD	\$399.00
04/11/2025	STEPHANIE JOHANSON	\$1000.00
04/11/2025	TRANE U.S. INC	\$9040.00
04/11/2025	VARIETY VENDORS	\$114.00
04/11/2025	W. W. GRAINGER, INC.	\$301.73
04/11/2025	WAREHOUSE DIRECT	\$1001.36
04/11/2025	YAMELS CREATIONS LLC	\$300.00
04/11/2025	SHELL OIL COMPANY	\$37.36
04/11/2025	EMPLOYEE BENEFITS CO	\$1418.39
04/14/2025	ICMA RETIREMENT TRUS	\$5407.47
04/15/2025	POSTMASTER	\$2419.96
04/18/2025	BAKER & TAYLOR, INC.	\$3168.64
04/18/2025	DEMCO	\$68.23
04/18/2025	FEARLESS GARDENING	\$250.00
04/18/2025	GALE	\$3041.49
04/18/2025	HALLETT & SONS EXPER	\$1218.60
04/18/2025	IMAGE SYSTEMS & BUSI	\$316.41
04/18/2025	INGRAM	\$1019.42
04/18/2025	J. HAMILTON ELECTRIC	\$5758.60
04/18/2025	MENARDS	\$46.76
04/18/2025	NICHE ACADEMY	\$2040.00
04/18/2025	OVERDRIVE, INC.	\$333.21
04/18/2025	PLAYAWAY PRODUCTS LL	\$298.20
04/18/2025	ROSA M ZILINSKAS	\$240.00
04/18/2025	ROSEDREW, INC. DBA	\$7920.50
04/18/2025	STAPLES BUSINESS ADV	\$366.26
04/18/2025	SUPERIOR INDUSTRIAL	\$326.45
04/18/2025	W. W. GRAINGER, INC.	\$71.64
04/18/2025	WAREHOUSE DIRECT	\$585.10
04/21/2025	COMCAST BUSINESS	\$237.40
04/23/2025	PET BENEFIT SOLUTION	\$60.50
04/23/2025	VERIZON WIRELESS	\$858.48



**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/24/2025	VENTRA	\$166.00
04/25/2025	Payroll 2025-0425	\$154047.36
04/25/2025	Payroll 2025-0425	\$56915.72
04/25/2025	ACCURATE EMPLOYMENT	\$89.43
04/25/2025	AMAZON	\$33.00
04/25/2025	BAKER & TAYLOR, INC.	\$1090.28
04/25/2025	BRODART CO.	\$46.01
04/25/2025	CDW GOVERNMENT, INC.	\$8508.25
04/25/2025	CRYSTAL MAINTENANCE	\$3515.00
04/25/2025	FAMBRO MANAGEMENT LL	\$280.00
04/25/2025	FESTIVAL FIVE RECORD	\$925.00
04/25/2025	IMPERIAL SURVEILLANC	\$6242.34
04/25/2025	INGRAM	\$395.48
04/25/2025	KANOPY, INC.	\$914.00
04/25/2025	KJR STUDIO PRODUCTIO	\$350.00
04/25/2025	MIDWEST TAPE	\$6634.76
04/25/2025	PEREGRINE, STIME, NE	\$405.00
04/25/2025	PRODUCT LLC	\$15000.00
04/25/2025	THOMSON REUTERS	\$1333.54
04/25/2025	VILLAGE OF MOUNT PRO	\$1045.44
04/25/2025	W. W. GRAINGER, INC.	\$26.16
04/25/2025	Chris Gaskell	\$300.00
04/25/2025	EMPLOYEE BENEFITS CO	\$1468.39
04/28/2025	AFLAC	\$181.92
04/28/2025	ICMA RETIREMENT TRUS	\$5762.76
04/30/2025	EMPLOYEE BENEFITS CO	\$111.95
04/01/2025	VILLAGE OF MOUNT PRO	\$96869.96
04/01/2025	VILLAGE OF MOUNT PRO	\$52467.91
04/01/2025	VILLAGE OF MOUNT PRO	\$96.00
04/24/2025	VILLAGE OF MOUNT PRO	\$96.00
04/24/2025	VILLAGE OF MOUNT PRO	\$51045.93
04/30/2025	VILLAGE OF MOUNT PRO	\$101893.05
04/01/2025	ILLINOIS LIBRARY AS	\$960.00
04/01/2025	AMAZON	\$8.99
04/01/2025	USPS	\$14.30
04/01/2025	COSTCO	\$12.89
04/02/2025	4-IMPRINT	\$1729.15
04/02/2025	AMAZON	\$135.73

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/02/2025	AMAZON	\$8.99
04/02/2025	AMAZON	\$8.99
04/02/2025	AMAZON	\$2.99
04/02/2025	DISNEY	\$29.99
04/02/2025	NETFLIX	\$17.99
04/02/2025	BARRONS	\$29.99
04/03/2025	AMAZON	\$8.99
04/03/2025	AMAZON	\$8.99
04/03/2025	USPS	\$7.67
04/03/2025	VISTAPRINT	\$175.30
04/03/2025	AMAZON	\$19.89
04/04/2025	CC-AIRFARE	\$564.51
04/04/2025	AMAZON	\$8.99
04/04/2025	AMAZON	\$8.99
04/04/2025	AMAZON	\$8.99
04/04/2025	NETFLIX	\$17.99
04/04/2025	NETFLIX	\$17.99
04/04/2025	NETFLIX	\$17.99
04/04/2025	NETFLIX	\$17.99
04/04/2025	AMAZON	\$8.99
04/04/2025	CHICAGO SUN TIMES	\$405.56
04/04/2025	CHICAGO TRIBUNE	\$440.00
04/06/2025	MICROSOFT	\$6.60
04/06/2025	MICROSOFT	\$44.00
04/06/2025	AMAZON	\$8.99
04/06/2025	AMAZON	\$8.99
04/06/2025	AMAZON	\$8.99
04/06/2025	AMAZON	\$8.99
04/06/2025	NETFLIX	\$17.99
04/06/2025	Hobby Lobby	\$136.75
04/06/2025	AMAZON	\$23.75
04/06/2025	AMAZON	\$12.88
04/06/2025	AMAZON	\$24.29
04/06/2025	JEWEL OSCO	\$7.99
04/06/2025	ILLINOIS LIBRARY AS	\$85.00
04/07/2025	NETFLIX	\$17.99
04/07/2025	NETFLIX	\$17.99
04/08/2025	AMAZON	\$1051.95

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/08/2025	UPRINTING	\$479.38
04/08/2025	USPS	\$9.27
04/08/2025	LITTLE GREEN APPLE	\$9.88
04/08/2025	AMAZON	\$91.51
04/08/2025	AMAZON	\$22.97
04/09/2025	CDW GOVERNMENT, INC	\$367.65
04/09/2025	AMAZON	\$133.30
04/09/2025	4-IMPRINT	\$2212.13
04/09/2025	CUSTOM INK.COM	\$1790.02
04/09/2025	AMAZON	\$2.99
04/09/2025	DISNEY	\$29.99
04/09/2025	NETFLIX	\$17.99
04/09/2025	ILLINOIS LIBRARY AS	\$70.00
04/09/2025	WALL STREET JOURNAL	\$64.99
04/10/2025	ILLINOIS LIBRARY AS	\$150.00
04/10/2025	ZOOBEAN, INC	\$1884.75
04/10/2025	AMAZON	\$7.49
04/10/2025	ONLINE LABELS, INC	\$262.74
04/10/2025	ALERT PROTECTIVE INC	\$1029.61
04/10/2025	AMAZON	\$8.99
04/10/2025	USPS	\$12.78
04/10/2025	AMAZON	\$15.57
04/11/2025	AMAZON	\$150.85
04/11/2025	CRICKET MEDIA	\$33.95
04/11/2025	AMAZON	\$19.69
04/13/2025	KHEPRI KITCHEN+ COFF	\$163.46
04/13/2025	WALMART	\$6.83
04/13/2025	AMAZON	\$18.60
04/13/2025	PLAYAWAY PRODUCTS	\$849.90
04/13/2025	NETFLIX	\$17.99
04/13/2025	NETFLIX	\$17.99
04/13/2025	NETFLIX	\$17.99
04/13/2025	NETFLIX	\$17.99
04/13/2025	USPS	\$10.16
04/13/2025	AMAZON	\$45.98
04/13/2025	AMAZON	\$45.67
04/13/2025	AMAZON	\$31.36
04/13/2025	AMAZON	\$79.45

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/13/2025	AMAZON	\$39.59
04/13/2025	AMAZON	\$23.38
04/14/2025	AMAZON	\$8.99
04/14/2025	AMAZON	\$2.99
04/14/2025	AMAZON	\$4.99
04/14/2025	DISNEY	\$29.99
04/14/2025	AMAZON	\$103.97
04/15/2025	EVENTCOMBO	\$44.58
04/15/2025	MEETUP	\$178.99
04/15/2025	AMAZON	\$17.85
04/15/2025	AMAZON	\$32.86
04/15/2025	AMAZON	\$26.50
04/16/2025	MARIANO'S	\$71.47
04/16/2025	APPLE.COM	\$9.99
04/16/2025	ILLINOIS LIBRARY AS	\$250.00
04/16/2025	LANDS' END	\$203.57
04/16/2025	AMAZON	\$2.99
04/16/2025	POTBELLY	\$85.30
04/16/2025	AMAZON	\$14.97
04/16/2025	USPS	\$12.86
04/16/2025	AMAZON	\$1489.30
04/16/2025	CENTRAL CONTINENTAL	\$121.59
04/16/2025	A24	\$67.00
04/17/2025	MIDWEST COLLABORATIV	\$500.00
04/17/2025	NORTH SIDE MUSIC	\$20.70
04/17/2025	AMAZON	\$8.99
04/17/2025	AMAZON	\$8.99
04/17/2025	AMAZON	\$2.99
04/17/2025	POTBELLY	\$86.71
04/17/2025	USPS	\$11.56
04/17/2025	CREATIVE MARKET LABS	\$35.00
04/17/2025	VISTAPRINT	\$613.98
04/17/2025	STARBUCKS	\$60.00
04/17/2025	LAKESHORE LEARNING	\$159.97
04/17/2025	LAKESHORE LEARNING	\$34.98
04/18/2025	AQUENT LLC	\$270.00
04/18/2025	AMAZON	\$28.48
04/18/2025	JEWEL OSCO	\$27.99

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/20/2025	AMAZON	\$26.70
04/20/2025	DISNEY	\$29.99
04/20/2025	DISNEY	\$29.99
04/20/2025	HAPPYTHOUGHT	\$10.00
04/21/2025	THE HOME DEPOT CRC	\$62.23
04/21/2025	DISNEY	\$29.99
04/21/2025	DISNEY	\$29.99
04/21/2025	DISNEY	\$29.99
04/22/2025	DISNEY	\$29.99
04/22/2025	DISNEY	\$29.99
04/22/2025	DISNEY	\$29.99
04/22/2025	DISNEY	\$29.99
04/22/2025	DISNEY	\$29.99
04/22/2025	DISNEY	\$29.99
04/22/2025	DISNEY	\$29.99
04/22/2025	OpenAI	\$20.00
04/22/2025	VISTAPRINT	\$277.96
04/22/2025	USPS	\$11.27
04/22/2025	HR SOURCE	\$1100.00
04/22/2025	AMAZON	\$9.69
04/23/2025	AMAZON	\$94.84
04/23/2025	NETFLIX	\$17.99
04/23/2025	NETFLIX	\$17.99
04/23/2025	USPS	\$102.20
04/23/2025	GIANTVILLE GAMES	\$74.97
04/23/2025	SPOTIFY	\$19.99
04/23/2025	ASSOCIATION OF BOOKM	\$39.00
04/23/2025	AMAZON	\$8.99
04/24/2025	KANI TECHNOLOGIES IN	\$94.39
04/24/2025	USPS	\$70.98
04/25/2025	HR SOURCE	\$375.00
04/25/2025	ILLINOIS LIBRARY AS	\$1900.00
04/25/2025	AMAZON	\$18.49
04/25/2025	TEACHER'S DISCOVERY	\$209.93
04/25/2025	AMAZON	\$166.80
04/25/2025	CHICAGO SUN TIMES	\$49.56
04/25/2025	NETFLIX	\$17.99

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 04/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
04/27/2025	Hobby Lobby	\$50.85
04/27/2025	AMAZON	\$144.50
04/27/2025	AMAZON	\$47.97
04/27/2025	AMAZON	\$23.99
04/27/2025	AMAZON	\$32.05
04/27/2025	AMAZON	\$72.14
04/27/2025	AMAZON	\$58.95
04/27/2025	AMAZON	\$154.52
04/27/2025	AMAZON	\$383.20
04/27/2025	MICHAELS STORES	\$61.91
04/27/2025	WALMART	\$14.31
04/27/2025	THE HOME DEPOT	\$13.47
04/27/2025	USPS	\$11.72
04/28/2025	CALLING POST COMMUNI	\$9.99
04/29/2025	UPRINTING	\$308.01
04/29/2025	UPRINTING	\$974.08
04/29/2025	VISTAPRINT	\$347.99
04/29/2025	BAYSCAN TECHNOLOGIES	\$1486.52
04/29/2025	JOURNAL & TOPICS NEW	\$66.00
04/29/2025	4ALLPROMOS	\$560.26
04/30/2025	AMAZON	\$71.96
04/30/2025	SEARCH WP, LLC	\$29.40
04/30/2025	KANI TECHNOLOGIES	\$91.91
04/30/2025	COSTCO	\$194.78
04/30/2025	USPS	\$11.28
04/30/2025	BARRONS	\$29.99
04/30/2025	AMAZON	\$29.98
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	AMAZON	\$2.99
04/30/2025	CENTRAL CONTINENTAL	\$21.87
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		\$960724.87
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# MEMO – COLLECTION DEVELOPMENT POLICY REVIEW

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: May 15, 2025  
Re: 2025 Policy Review Project and Review of the Collection Development Policy

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Comments: We have begun an evaluation of all of our public policies. 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 we are reviewing the **Collection Development Policy** in the Services and Collections category. This is one of the library’s foundational policies, as it describes what type of materials the library does and does not have in its collection. Additionally, it fulfills the Per Capita Grant statutory requirement pursuant to 23 Illinois Administrative Code 3035.460 (g) that requires a written policy indicating materials will not be removed because of partisan or doctrinal disapproval.

### 1. Collection Development Policy Updates

- a. Removed outdated information such as the mission statement, community profile/demographics, and government documents appendix.
  - b. Removed unnecessary definitions of library terms.
  - c. Verified and updated the “Criteria for Selection” list.
  - d. Specified that the library does not purchase/accept AI generated materials.
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- e. Removed the “Gifts” section as it is accounted for in the library’s “Gift and Donation Policy.”
  - f. Clarified the library’s deselection guidelines and added a criteria list.
  - g. Removed specific guidelines for selection that are too detailed for a policy document. These guidelines will be maintained and updated by staff as procedural documents.
  - h. Updated the “eMedia Collection” section to remove reference to specific vendors.
  - i. Added a “Library of Things Collection” section.
  - j. Added a “Collection Displays” section.
  - k. Added a “Complaints and Challenges” section.
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# Collection Development Policy

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## I. Purpose

- A. The purpose of the Collection Development Policy is to outline the guidelines and objectives related to the growth and development of the library's collection of materials and resources.
- B. Resource selection at Mount Prospect Public Library (MPPL) is guided by the American Library Association's (ALA) Freedom to Read Statement, Freedom to View Statement, and Library Bill of Rights, which have been endorsed by the National Education Association and the American Booksellers Association. All library resources are selected for values of interest, information, enlightenment, and recreation of the people of this community.
- C. Whenever possible, resources will be selected that make available for each topic a fair representation of divergent opinions, theories, and points of view.
- D. The library adheres to 23 Illinois Administrative Code 3035.460 (g) which specifies that materials should not be proscribed or removed because of partisan or doctrinal disapproval. The library will protect the intellectual freedom of the library user and shall prevent censorship of its library materials, ensuring that items are not withdrawn from the library collection merely because individuals or groups object to the material.

## II. Philosophy and Goals

- A. In a free society, information from all points of view in all fields should be readily available so that individuals may decide which ideas are meaningful to them. In our society, the public library is the institution that provides free access to these ideas, even though they may be unacceptable to some. The library, consequently, has the responsibility of selecting resources that reflect varied points of view. Since the library has a responsibility to protect the rights of all users, it does not limit the scope of its collection; neither are its resources placed in restricted areas because some individuals may object to their accessibility. Monitoring the reading, viewing, and listening resources for children is entirely the responsibility of parents or legal guardians.
- B. The library's objective is to select, organize, preserve, and make freely available resources within the limitations of space and budget, which will aid in the pursuit of education, information, lifelong learning, research, recreation, culture, and in the creative use of leisure time. MPPL provides resources and services on an equal basis to all residents of its service area.
- C. The needs, interests, and points of view of the residents of the Mount Prospect community range over the spectrum of all subjects inherent to contemporary society. The library has a responsibility to provide a diversity of resources. The library strives to maintain awareness of, and to anticipate shifts in, contemporary culture. Resources are selected to reflect these changes and shifts as well as changes in educational, cultural, economic and intellectual patterns, mobility of population, and the impact of new technology.
- D. MPPL values the wide range of backgrounds, perspectives, and experiences that make up our community. We are committed to creating a welcoming environment for all and strive to support and educate our patrons regardless of age, race, gender, ability, or any other personal characteristic.

### III. Responsibility For Selection

- A. Final responsibility for materials selection rests with the Executive Director, who administers the library under the authority of the Board of Library Trustees. Staff members participate in the selection of library resources under the guidance of Collection Development Librarians and appropriate Department Heads.

### IV. General Materials Selection Guidelines

#### A. Criteria for Selection

1. Accuracy, presentation of subject, viewpoint of author
2. Appropriateness of the resource and/or illustrations for the intended audience
3. Authority of the author
4. Availability in other local libraries
5. Availability of technical support
6. Availability from domestic vendors
7. Clarity of presentation
8. Community needs and demands
9. Ease of use
10. Licensing and networking requirements
11. Permanent value to the collection
12. Price
13. Readability, literary merit, organization of material
14. Relationship to other resources in collection
15. Representation of various interests and viewpoints
16. Reputation of the publisher
17. Requirements for special housing or packaging
18. Reviews in authoritative sources
19. Sound quality
20. Suitable physical format – size, paper, print, binding
21. Timeliness and importance for contemporary society
22. Visual quality

- B. The library is committed to maintaining a collection that reflects human creativity, innovation, and expertise. As such, the library does not purchase or accept donation of materials that are primarily generated, authored, or written by artificial intelligence.
- C. Textbooks. Textbooks are purchased when no other resources in a given field are available, or to provide a basic understanding of a given discipline. No attempt is made to supply student demands for textbooks in specific subjects. Textbooks to support local school curricula are not purchased.
- D. Patron Requests. Suggestions for purchase of resources are encouraged by Mount Prospect residents and are given serious consideration based on the library's Collection Development Policy. Requests are not automatically purchased.
- E. Deselection Guidelines
  1. In addition to acquiring new materials, it is important to remove from the existing collection those items deemed no longer useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or

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Collection Development Policy

infrequently used materials and supports the public's right to access an appealing and relevant collection. Selectors systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

2. Criteria for Deselection:

- i. Accuracy, presentation of subject, viewpoint of author
- ii. Availability in other local libraries
- iii. Community demand
- iv. Expense of replacement
- v. Long-term or historical significance
- vi. Multiple copies
- vii. Physical condition
- viii. Publication date
- ix. Relationship with other resources in collection

F. Replacements. Titles withdrawn because of loss, damage or general condition are considered for replacement. The same considerations applied in the original selection apply to replacements.

## V. Adult Collection

A. Materials in the Adult collection are selected to meet the general educational, informational, cultural, and recreational needs of adults and secondary school students. A broad range of topics and viewpoints are represented in order to serve the diverse needs and interests of our community.

## VI. Teen Collection

A. Materials in the Teen collection are intended to meet the needs of young people in grades 6-12. The collection includes resources with a wide range of reading, comprehension, and maturity levels; therefore, selection may not be age appropriate for every person in the targeted age range. A broad range of topics and viewpoints are represented in order to serve the diverse needs and interests of our community.

## VII. Youth Collection

A. Materials in the Youth collection are intended to meet the needs of children from birth through grade 5 as well as parents, teachers, and other caregivers. They are intended to generally enhance local schools' curricula. A broad range of topics and viewpoints are represented in order to serve the diverse needs and interests of our community.

## VIII. eMedia Collection

- A. The eMedia collection includes materials in electronic form such as e-books, audiobooks, streaming videos, online newspapers/journals, and full-text databases. The library acquires items for the eMedia collection through purchasing perpetual access, annual subscriptions, and selectively adding items that meet the library's selection criteria. Most databases are subject to negotiated contracts that stipulate the terms and conditions of access.
- B. Items in the eMedia collection may be removed from the library's collection using the same criteria as books or other materials, e.g., out of date, inaccurate, unnecessary and duplicative, or rely on outdated

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technology. Many eMedia resources are annual subscriptions, with continued access subject to availability of funds in each budget year.

- C. MPPL cardholders can access the library's eMedia collection through the online catalog, library website, and/or through dedicated resource apps. Almost all eMedia items are available remotely via a wide variety of personal devices. The library places a priority of enabling remote access whenever possible.

## IX. Library of Things Collection

- A. The Library of Things, including Library of Things Junior, is a collection of non-traditional, occasional use materials. Items in this collection provide access to resources patrons might not normally have contact with and promote experiential learning. The Library of Things is not intended to be comprehensive and is limited by the funds and storage space available.

## X. South Branch Collection

- A. The South Branch collection meets the needs of the Mount Prospect's community with a focus on the particular needs of the population located in the southern portion of Mount Prospect.
- B. The collection consists of print and non-print resources in English and world languages that meet the needs of the local community.

## XI. Collection Displays

- A. Library staff regularly create displays of books and other resources. The purpose of these displays is to keep the public informed of the materials held by the library and to provide opportunities and encouragement for people to use the library's services and materials. Displays may be created:
  - 1. To showcase new materials
  - 2. To promote a theme related to library services, collections, or programs
  - 3. To bring together library materials from several subject areas that relate to a theme of current interest
  - 4. To highlight current issues, events, or other subjects of public interest
  - 5. To commemorate heritage, history, or awareness months/days

## XII. Complaints and Challenges

- A. Mount Prospect residents may submit a formal complaint regarding a specific title in the collection. All complaints will be reviewed in accordance with the library's Collection Development Policy. Decisions will be issued by staff and can be appealed to the Board of Library Trustees. Once a title has been reviewed, it will not be reconsidered again for a period of one year. Complaints submitted by non-Mount Prospect residents will not be addressed.

### Revision History

Board approved revisions: 06/20/2019, 03/19/2009, 01/17/2008, 03/21/2002, 03/15/2001, 10/19/2000, 03/16/2000, 04/15/1999, 03/20/1998, 01/16/1997, 03/16/1995, 03/1993, 10/10/1984, 12/18/1980, originally adopted 02/21/1966.

Administrative revisions: 06/2018, 11/2017, 09/2017, 05/2017, 04/2016, 12/2015, 04/2015, 07/2014, 04/2014, 03/2013, 03/2012, 04/2011, 03/15/2010, 01/2010, 03/19/2009.

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April 2025

Fiction/AV/Teen

- 1) Our inaugural Houseplant Swap was a resounding success, with patrons dropping in throughout the day to trade their old plants for fresh ones.
- 2) The "Night Off? Game On!" tabletop gaming program set another attendance record this month. Besides the featured game, other tables included some self-sufficient gamers who welcomed strangers to their groups as well as newcomers who benefitted from our additional staff members to lead them through a game. Patrons often make connections in these sessions - exchanging phone numbers, taking pictures of other participants' games, and one regular taking flyers to pass out at his church's gaming event.
- 3) This month's Teen Craft was fleece tied pillows in the shape of pizza slices.
- 4) The Shakespeare Project of Chicago returned for a well-attended performance of *The Tempest* (84 attendees).



South Branch & Community Engagement

- 1) We soft-launched a new Spanish language service that allows patrons to schedule one-hour appointments with staff on a range of technology topics, including, but not limited to: Gmail, Google Docs, Cell phones and Tablets, and a basic Computers 101 overview. We will also offer drop-in tech labs later this year.
- 2) We went to the biannual C.I.T.Y. of Support Soirée networking event, which provides an opportunity to connect with professionals who work with children in therapy, as well as with other libraries who offer programming and services for youth with special needs. We currently collaborate with C.I.T.Y. to host the developmental playgroup in Youth Services.
- 3) At the monthly book discussion group at MP Senior Living, we read and discussed *The Benevolent Society of Ill-Mannered Ladies* by Alison Goodman. Though most of the participants initially found the book a bit

### Computación para principiantes en español

En la Sucursal de Sur de la Biblioteca Pública de Mount Prospect ofrecemos lecciones individuales en español para que aprenda computación básica.

**Lecciones Disponibles:**

- Computación 101**  
¡Aprenda lo básico! Le enseñaremos cómo encender su computadora, cómo usar el teclado y el ratón de manera efectiva.
- La Internet**  
Aprenda a navegar por la web, buscar lo que necesite y proteger su información en línea.
- Gmail**  
Crea y aprenda sobre su cuenta de correo electrónico de Gmail. Le enseñaremos cómo enviar y recibir correos electrónicos y las mejores prácticas para proteger su información personal.
- Google Drive**  
Descubra cómo guardar sus documentos y fotos en la nube y como compartirlos con amigos también.
- Google Docs**  
¡Aprenda a crear documentos! Le guiaremos como usar funciones esenciales como cambiar la letra, agregar viñetas, corregir gramática y más para ayudarlo a crear documentos profesionales con facilidad.
- Celular y Tablets**  
Aprenda las funciones básicas de su celular o tableta.

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hard to get into, they were glad they did because they ended up enjoying the book and hoping there would be a sequel. This discussion group has been a part of our outreach efforts for seniors for almost three years and they remain interested in partnering with the library to bring this program to their residents.

- 4) We hosted a Kids Fiesta in celebration of Día del Niño where we offered three craft stations including colorful alebrije animal puppets, balloon llamas, and custom maracas. Each child received a paleta frozen treat, as well as a swag bag which included a bilingual English/Spanish book and other goodies.
- 5) For the third time, we hosted the popular I-PASS on Demand program at which Illinois residents can update their tollway transponders to stickers as well as get information about Illinois Tollway services and resources.



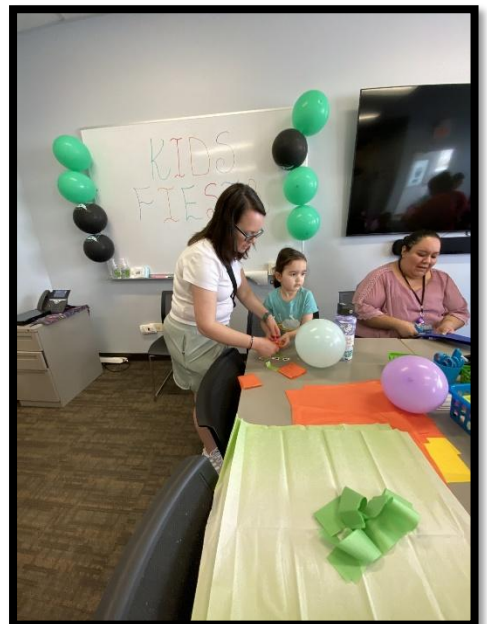
### Youth Services

- 1) To celebrate Día del Niño, we hosted our first Kids Fiesta. Featuring a performance by Pocket Circus followed by stations where kids could dance, make maracas, and/or receive a balloon creation. We had 250 people participating at the stations, with 188 people attending the performance! This program was sponsored by the Foundation, and we thank them for their support with our yearly cultural programs!
- 2) To celebrate National Poetry month in April, we brought a LEGO Poetry program out to the elementary schools. Kids used LEGO pieces to make their own poems, and we saw approximately 455 students.
- 3) On April 3, Youth held a “Celebrate Eid al-Fitr” event. Sixty people attended to listen to a story about Eid, take photos, and make crafts to honor the special day.



### Circulation

- 1) We have been working with Youth staff to complete some shifting projects in the Youth department. The Parent-Teacher collection was moved to the back of the AV collection. This made room for us to move the Baby





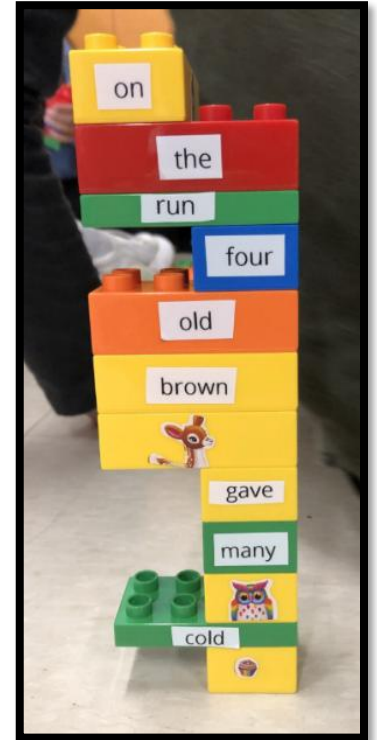
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Board collection into the Family Place, which we anticipate will be a very popular move for our youngest patrons and their caregivers.

- 2) Circulation and Technical Services have been working on a “refresh” of our Library of Things Junior collection. We have been weeding and replacing some of our more worn toys and adding some fun new options. New offerings include some jumbo toy sets (bugs, dinosaurs, pets, etc.), glow-in-the-dark puzzles, sound puzzles, and some games featuring the ever-popular Bluey.
- 3) In April, we spent time refreshing our skills related to shelving Youth material, which is easily the most complicated area in the library due to the many rules, exceptions, and smaller collections. In addition to having staff take part in a shelving exercise, we also kept statistics on our Youth shelving for the month. Throughout the month of April, Circulation staff spent 110 hours shelving 20,968 books.

## Research

- 1) We collaborated with Fiction/AV/Teen to present a green series, Step into Spring. It consisted of four programs and one Illinois Libraries Present (ILP) program of a related topic, and total attendance was 232.
  - a. “Drop-in Houseplant Swap” (80)
  - b. “The Art of Foraging with Alexis Nikole Nelson” (ILP – 18)
  - c. “Designer Hacks for Easy Flower Arranging” (65)
  - d. “Learning to Bird by Ear: Recognizing and Identifying Birds by Their Vocalizations” (45)
  - e. “Shady Characters - Nifty Plants for Shady Sites” (24)
- 2) We offered our first hands-on Cricut program with eight attendees who all went home with a personalized mug.
- 3) We worked with a committee of four other area business librarians to develop and present “Financial Fitness 2025,” a series of virtual programs that combined the financial resources of 30 suburban libraries, enabling the libraries to offer top notch financial literacy programs at a very low cost per library. Presenters and attendees commented on the excellent timing of this series, with the activity of financial markets in the headlines.
  - a. “Planning for Retirement,” presented by John Daly, CFP. (Attendance: 349 total; 38 MPPL)



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- b. "Navigating Student Loans: Understanding Your Options," presented by Barbara Ginty, CFP, CEPA. (Attendance: 156 total; 13 MPPL)
- c. "Terry Savage Talks Money," presented by Terry Savage. (Attendance: 1,359 total; 84 MPPL)



### Patron Services

- 1) A patron shared that it was her first time having a library card and the first time checking out and returning books in America as her home country did not have public libraries.
- 2) We began working with Marketing to make sure the programming calendar is correct and up to date with monthly programs.

### Human Resources & Learning

- 1) Number of open positions: 4. Readers Advisor (PT), Outreach Summer Assistant (PT), Circulation Desk Assistant 2 – PT)
- 2) Number of vacant positions filled: 1. Maintenance Technician
- 3) Number of separations: 1
- 4) Staff anniversaries: Jenny Massa, Research Assistant Department Head, 10 years



### Building & Security

- 1) We worked to get our HVAC (air conditioning) ready for summer, including regular maintenance, replacing components, and making sure that everything was running smoothly.
- 2) We installed hot water faucets on the staff kitchen sinks.

### Technical Services

- 1) We spent a significant amount of time pulling and withdrawing back issues from the adult periodicals collection in preparation for the annual magazine giveaway. This year's pull was larger than usual as Research has made some changes to the number of back issues the library will be keeping going forward.
- 2) We worked diligently this month to refresh a number of categories in the Library of Things and Library of Things Junior collections. LoTJ's Puzzles, Toys, and Games categories all saw new additions while LoT's





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Kitchen and Yard Games categories saw seasonal refreshes. Just in time for Easter, the Kitchen category was expanded to include a variety of bunny and egg themed cake pans and candy molds. The Yard Games category had its annual refresh with ten new games joining the line-up. Notable items for this expansion include TowerBall, Glow in the Dark Bocce, and Coney Island Toss.



### Information Technology

- 1) To increase security and safety for staff and patrons, new security cameras were installed in all the elevators.
- 2) All our Horizon servers were officially shut down, freeing up space on our servers that could be used for something else; staff will no longer be able to access Horizon.

### Marketing

- 1) General Interest E-newsletter: April 4 and 28 emails featured ILP programming: Alexis Nikole Nelson and Dan Santat, respectively.
  - a. Stats: 52% (both) open rate, 1% click rate.
  - b. Highest clicks: "Designer Hacks for Easy Flower Arranging" and I-PASS on Demand event.
  - c. The masthead of the General Interest emails was updated to include direct links to the calendar, catalog, and website. Previously, links to the calendar and website were placed at the bottom of the email, and there was no direct link to the catalog. This improvement provides better accessibility, and initial results show increased usage of the catalog link after two emails.
- 2) The Parent-Caregiver E-newsletter featured the Foundation-sponsored Kids Fiesta event, Early Childhood Screening with D214 Community Education, and Free Comic Book Day.
  - a. Stats: 68% open rate, 5% click rate.
  - b. Highest click: Kids Fiesta.
- 3) Two Business Finance & Career E-newsletters were sent in April. The first featured the Financial Fitness Series presented with Business Interest Group (BIG) librarians and the second featured "True Crime: Financial Fraud" and our curated Career and Financial Success book list.
  - a. Stats: 67% and 65% open rate, respectively, 8% and 7% click rate, respectively.



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- b. Highest clicks: "Terry Savage Talks Money" and "Wills, Trusts, and Estate Planning Basics."
- 4) The Elementary School Teachers E-newsletter featured the Spring Elementary School Program Guide, and opportunities for year-end Summer Reading visits.
  - a. Stats: 75% open rate and 2.3% click rate.
  - b. Highest click: Spring Elementary School Program Guide.
- 5) Our April social media statistics continue to trend downward. Most of our followers seem less interested in program promotion, and many of our posts have been getting fewer clicks than usual. However, alerts on building or service news still get some attention, and short-form video is our strongest performer across all our media platforms. We are looking forward to the results of the Marketing Plan to understand where our social media efforts can best be applied.

#### Friends of the Mount Prospect Public Library

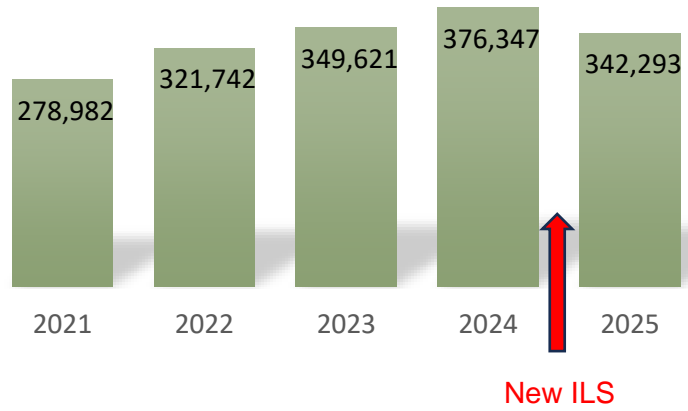
- 1) The Friends of the Library Board appointed Richard Winters to the Board.
- 2) The May 3-4 sale will feature a 'Gold Mine' section including hard to find and rare treasures including vintage and specialized collections, autographed books, rare and quirky books, unique AV, and white elephant gifts.

#### Mount Prospect Public Library Foundation

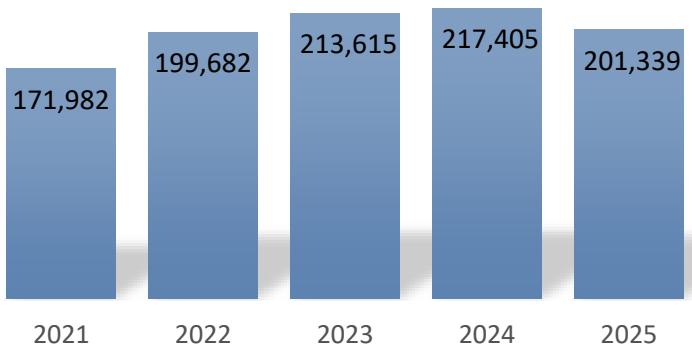
- 1) The Foundation Board did not meet in April.

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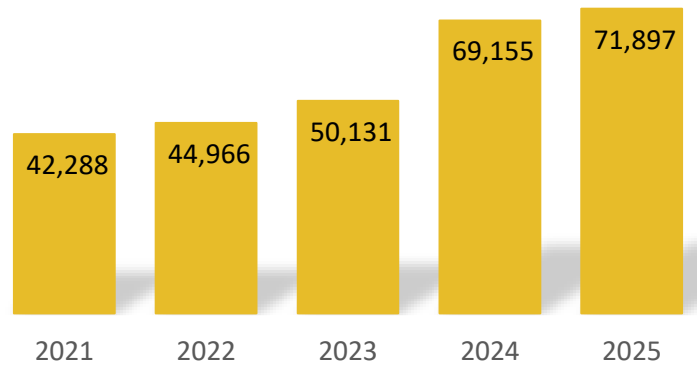
### Overall Circulation YTD



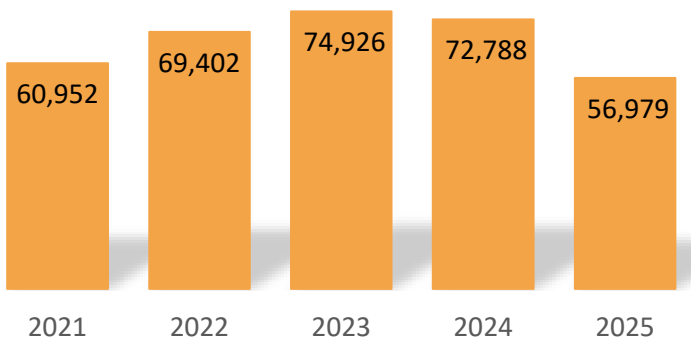
### Book Circulation YTD



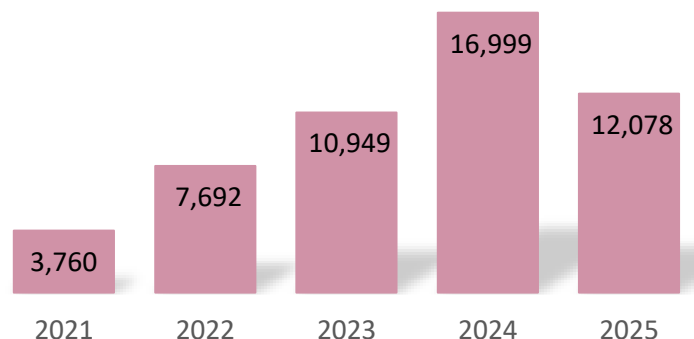
### eMedia Circulation YTD



### AV Circulation YTD

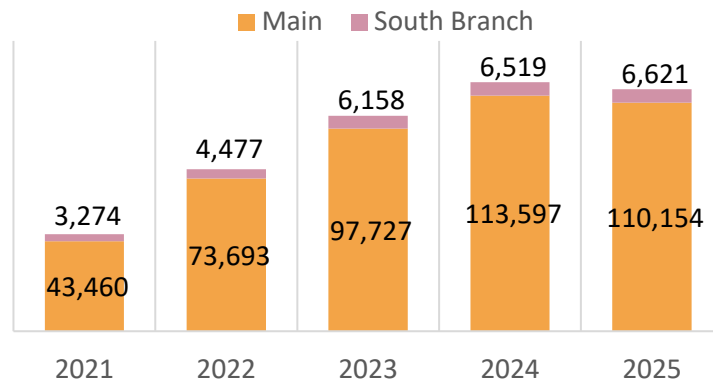


### LoT Circulation YTD

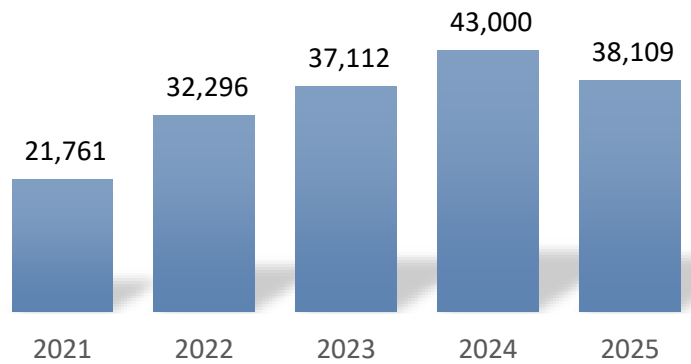


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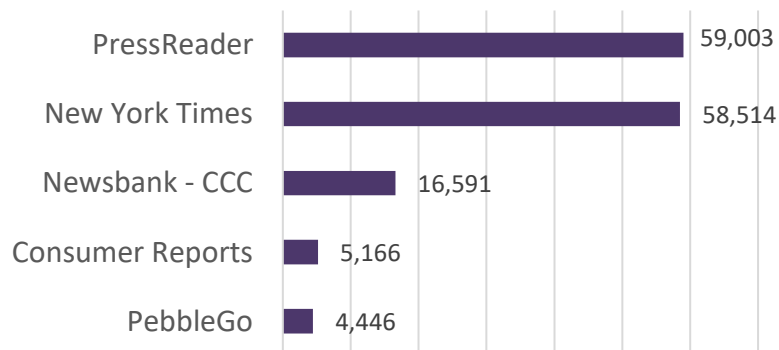
2025 Door Count - YTD



Questions Answered YTD

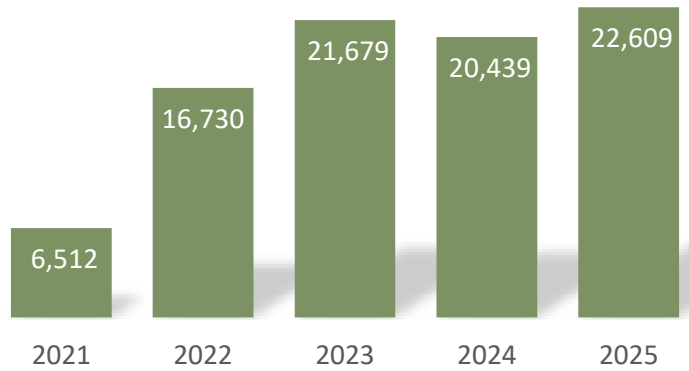


2025 YTD Top 5 Databases

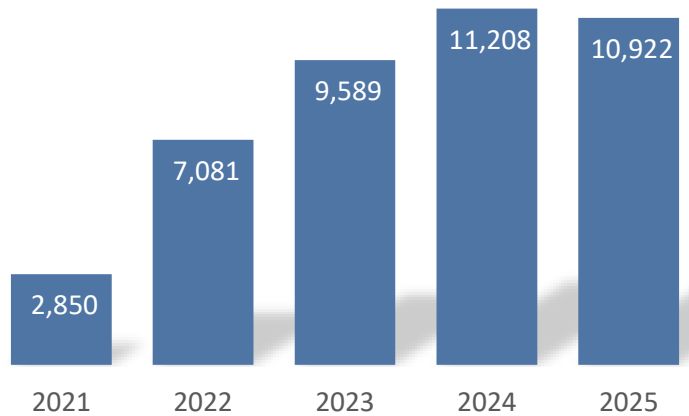


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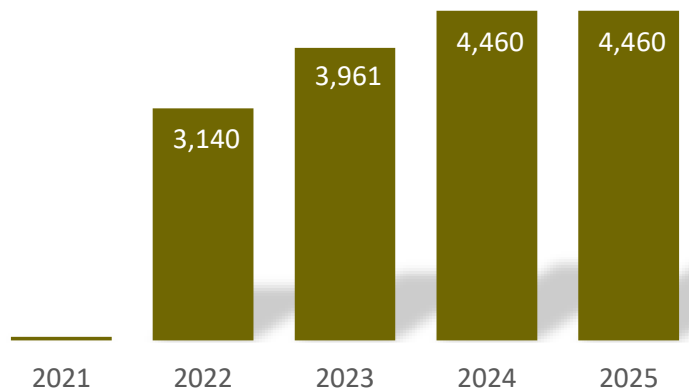
Wireless Unique Users YTD



Public Computer Hours Usage YTD

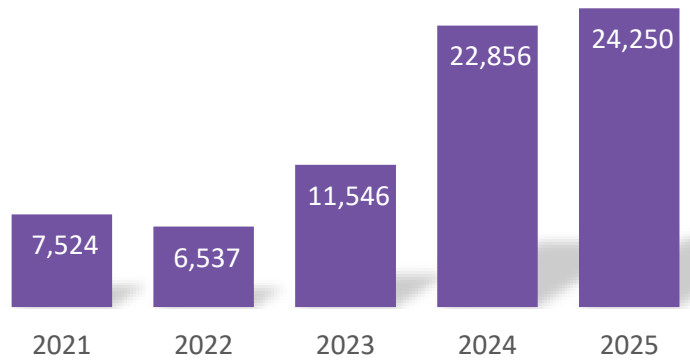


Study Room Usage YTD

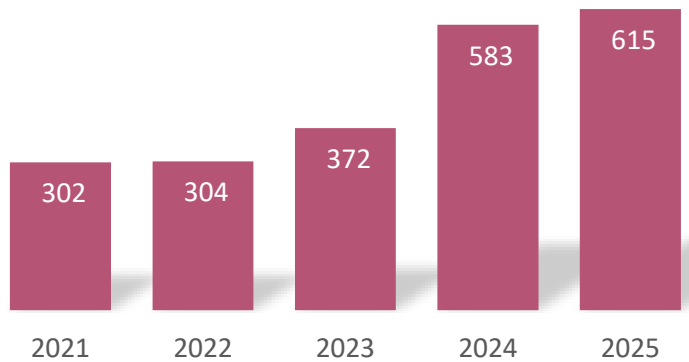


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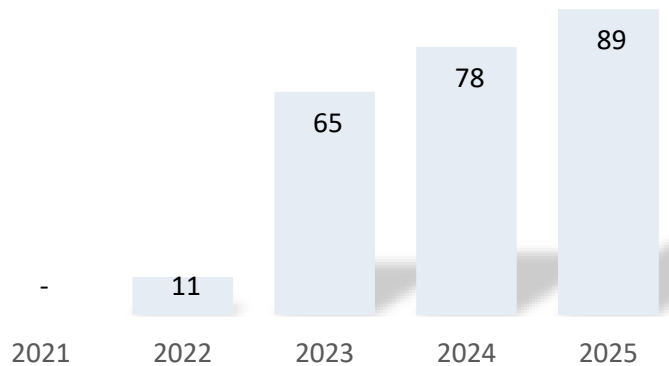
Program Attendance YTD



Number of Programs YTD



Meeting Room Usage by Public YTD



## Strategic Plan Progress Report

### Items Completed in April 2025

None

### Selected In Progress Items

1. **2<sup>nd</sup> Floor Renovation (A1B).** Identify implementation timeline and funding of the facility Master Plan for the Main Library.
  - a. We received the first set of pricing for the Schematic Design, and as expected, the costs came in higher than our budget of \$5M. Staff are working with the architects to identify areas of reduction and alternates. The alternates could be included if bid costs come in low, but they also could be candidates for alternate funding from the Friends, Foundation, and Gift Fund.
  - b. Our next steps will be to confirm details about lighting and controls, AV, cameras, quiet reading room design and finishes.
  - c. The next round of pricing will be in June, and the architects and construction manager will attend the July 17 board meeting to present.
  - d. We have begun discussion about project phasing in order to understand how patron and staff access to collections and spaces will be affected.
  - e. Very preliminarily, the construction completion timeline is looking like a six-month project beginning around February 2026.
2. **Adult Programming.** In January 2025 the Board provided input and suggestions regarding adult programming. Programs that were held last month that respond to the suggestions are listed here:
  - a. The Shakespeare Project of Chicago: *The Tempest* held on 4/6/25
  - b. Navigating Student Loans: Understanding Your Options held on 4/7/25
  - c. Designer Hacks for Easy Flower Arranging held on 4/16/25
  - d. Cricut Basics held on 4/21/25
  - e. Terry Savage Talks Money held on 4/23/25
  - f. YouTube recordings posted after the program was held:
    - i. News Media, Truth, and Trust (49 views) March-April 2025
    - ii. A Path to Your Family Story with Ancestry Library Edition (15 views) April 2025
    - iii. Learning to Bird by Ear (52 views) April-May 2025
    - iv. Shady Characters: Nifty Plants for Shady Sites (116 views) April-May 2025