



Mount Prospect  
Public Library

# Public FOIA Information

Last Updated June 20, 2025

Posted in accordance with 5 ILCS 140/4

**Description.** The Mount Prospect Public Library is a village library established under the Illinois Local Library Act, 75 ILCS 5.

**Purpose.** The Mount Prospect Public Library serves the community of Mount Prospect, Illinois by providing materials, information, resources, and services.

**Mission and Vision.** Our mission is cultivating community connections, inspiring learning, and enriching lives. Our vision is a connected community with opportunities for exploration and growth.

**We Value:**

- Community Focus. Providing relevant services and fostering community connections.
- Adaptability. Being nimble and flexible to creatively meet changing needs.
- Inclusivity. Supporting and valuing the diverse needs of all.
- Welcoming Environment. Creating an inviting, safe, and easy to use environment.
- Accessibility. Ensuring easy access to materials and services whenever and wherever needed.
- Learning. Encouraging an ongoing pursuit of knowledge and discovery that enriches lives.

**Website:** <https://mppl.org/>

**Operating Budget.** The fiscal year budget for 2025 is \$11,357,610. The approved working budget, levy, and annual audits are available on the library’s website at <https://mppl.org/about-us/transparency/>.

**Offices.** The main location is at 10 S. Emerson Street, Mount Prospect, IL 60056. The library also has a branch located at 1711 W. Algonquin Road, Mount Prospect, IL 60056.

**Library Staff.** When fully staffed, the library employs approximately 71 full-time employees and 65 part-time employees.

**Board of Trustees, Committees, Reporting Requirements.** MPPL is governed by an elected, unpaid, seven-member Board of Library Trustees. All Trustees may be contacted via email at: [board@mppl.org](mailto:board@mppl.org). 2025 Board Members are: Marie Bass; Mary Anne Benden, Vice President; Sylvia Fulk; Brian Gilligan, Treasurer; Sylvia Haas, Secretary; Kristine O’Sullivan, President.

Open business meetings are held on the third Thursday of each month at 6:00 p.m. Meetings typically take place in a meeting room on the first floor of the Main Library. Notices, agendas, and board packets are available on the website at: <https://mppl.org/about-us/board-of-trustees/>. The Board of Trustees has two standing committees as follows:

**Personnel**

Kristine O’Sullivan, Chair  
Marie Bass  
Mary Anne Benden  
Sylvia Fulk  
Brian Gilligan  
Sylvia Haas  
Andrea Shaeffer

**Finance**

Brian Gilligan, Chair  
Marie Bass  
Mary Anne Benden  
Sylvia Fulk  
Sylvia Haas  
Kristine O’Sullivan  
Andrea Shaeffer

The library is required to submit an annual report to the Illinois State Library in Springfield, Illinois.

**Information and Public Records.** The Mount Prospect Public Library adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., and makes available for inspection or copying all public records to any person.

**FOIA Officer.** Executive Director, Su Reynders

**FOIA Request Methods.** Any person requesting records of the Mount Prospect Public Library may make a written request by mail, personal delivery, or email.

**FOIA Address:** Mount Prospect Public Library, 10 S. Emerson Street, Mount Prospect, IL 60056, Attn: Su Reynders, Executive Director

**FOIA Email:** foia@mppl.org

**FOIA Fees.**

1. The first 50 pages of black and white letter or legal sized copies are no charge; additional pages are 15 cents per page.
2. Color pages will be charged for actual cost of reproduction.
3. Certification fee is \$1.00.
4. If electronic format is requested, fee will be charged for only cost of the medium e.g., disc, USB flash drive, etc.
5. Electronic formats delivered via email are free.

**FOIA Request Response Time**

Responses to commercial requests can be expected within 21 business days of the receipt of a written request. Responses to non-commercial requests can be expected within 5 business days of the receipt of a written request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

**FOIA Request Review Process**

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Leah Bartelt, Public Access Counselor, Office of the Illinois Attorney General, 500 South 2nd Street, Springfield, IL 62701, public.access@ilag.gov

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

**Records Immediately Available on Website**

The records listed below are available immediately via our website at <https://mppl.org/about-us/transparency/>, <https://mppl.org/about-us/board-of-trustees/>, and <https://mppl.org/about-us/policies/>.

Records	Time Frame
Annual Reports	Current + previous 4 years
Audit Reports	Current + previous 4 years
Board Meeting Agendas	Current + previous 4 years
Board Meeting Minutes	Current + previous 4 years
Board Meeting Notices	Current + previous 4 years
Board Meeting Board Packets	Current + previous 4 years
Budget	Current + previous 4 years
Levy and Appropriations	Current + previous 4 years
Library Policies	Current
Salary and Benefit Information (PA 097-0609)	Current
Vendor Information Report	Current

**General FOIA Categories.** The following is a non-exhaustive list that includes basic categories or records that are available to the public. The Mount Prospect Public Library retains records in compliance with the Illinois Local Records Act 50 ILCS 205 and the library’s Records Retention Schedule.

- Accounts Payable Records
- Annual Reports
- Audits
- Bid Documents
- Board Meeting Agendas
- Board Meeting Minutes
- Board Packets
- Budget
- Grants
- Job Descriptions
- Legal Notices
- Monthly Financial Statements
- Newsletters
- Ordinances
- Policies
- Resolutions
- Strategic Plans

Appendix A – Functional Subdivision Block Diagram

