

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

Regular Board Meeting  
July 17, 2025, 6:00 p.m.  
Youth Program Room 119b

**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. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of June 19, 2025 **(5-7)**
  - b. June 2025 Bills and Financial Reports **(8-23)**
5. **2024 Audit Presentation**, Don Shaw, Lauterbach & Amen, LLP
6. **Review Project B Design Development**, Product Architecture + Design and Shales McNutt Construction
7. **Second Quarter Financial Review and Preliminary 2025 Levy Discussion**, Malachi Kohlwey, Finance and Facilities Director
8. **Review/Approve Programming, Reference Service, and Intellectual Freedom Policies (24-30)**
9. **Executive Director Report (3-4)**
  - a. June 2025 Library Activity Report **(31-40)**
  - b. Strategic Plan Update **(41-42)**
10. **Trustee Reports and Comments**
11. **Closed Session**

As pursuant to 5 ILCS 120/2 (c) (1), the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
12. **Reconvene Open Session**

Make determinations resulting from the closed session.
13. **Upcoming Meetings and Events Calendar**
  - a. July 19-20 – Friends Book Sale
  - b. No Foundation Board Meeting held in July

*\*All topics on the agenda are potential action items*  
07/17/2025 Regular Board Meeting Agenda

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

- c. August – Meet the Board – Brian Gilligan
- d. August 7, 6:00 p.m. – Committee of the Whole Meeting – Trustee Orientation
- e. August 16 – Volunteer Appreciation Luncheon
- f. August 21, 6:00 p.m. – Regular Board Meeting (South Branch location)
- g. August 25 – Foundation Board Meeting – Sylvia Haas
- h. September – Meet the Board – Mary Anne Benden
- i. September 4, 6:00 p.m. – Finance Committee Meeting

**14. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report  
July 17, 2025**

1. **Consent Agenda.** This is agenda item number 4. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **2024 Audit Presentation.** This is agenda item number 5. Don Shaw, our auditor from Lauterbach & Amen, will attend the meeting to present the 2024 audit findings. The audit came back with a “clean” opinion again this year.
3. **Review Project B Design Development.** This is agenda item number 6. Our architecture firm (Product Architecture + Design) and construction manager (Shales McNutt) will present on the status of Project B, the second floor renovation. We will review the budget and design and discuss the progress made to date and next steps.
4. **Second Quarter Financial Review and Preliminary 2025 Levy Discussion.** This is agenda item number 7. Malachi Kohlwey, Finance and Facilities Director, will review the second quarter financial results. We will also have a preliminary discussion regarding the 2025 levy, as well as anticipated 2025 budget amendments.

The full proposal, including the working budget, levy, appropriation budget, and salary scale will be presented at the Finance Committee meeting on September 4, 2025, at 6 p.m. The full 2026 budget timeline is:

- a. July 17 Regular Board – Preliminary levy discussion
  - b. September 4 Finance Committee – Review draft budget
  - c. September 18 Regular Board – Approve 2026 budget and levy; approve 2025 budget amendments
  - d. October 1 – Appropriation budget and levy due to the Village
5. **Review/Approve Programming, Reference Service, and Intellectual Freedom Policies.** This is agenda item number 8. This month we will review updates to the Programming Policy and Reference Service Policy and consider a new Intellectual Freedom Policy. Please see the memo in the packet that summarizes the changes.
6. **LED Retrofit ComEd Grant Progress.** As discussed at the June 19 meeting, we have been investigating ComEd energy grants to help offset the cost of the LED retrofit in Project B. The cost of the project is estimated to be over the \$25,000 closed bid threshold, so we are planning on going out to bid in July and will ask the Board for approval at the August 21 regular meeting. We anticipate the work for the entire facility to be completed by the end of 2025.

Because this project is an alteration from the second floor renovation, it will require the Board to approve a 2025 budget amendment for the Capital Projects Fund, which will be presented at the September 18 meeting.

Mount Prospect Public Library  
Board of Trustees

7. **Upcoming Dates to Remember**

- a. Saturday, August 16, 2025, Volunteer Appreciation Luncheon
- b. Thursday, August 21, 2025, Regular Board meeting at **South Branch**
- c. Thursday, November 6, 2025, Joint Boards Dinner

**Regular Board Meeting  
June 19, 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 6:00 p.m. by Kristine O'Sullivan, President.

President O'Sullivan appointed Trustee Benden to serve as Secretary Pro Tem.

2. Swearing in Newly Appointed Trustee by Village Clerk Karen Agoranos

Mount Prospect Village Clerk Karen Agoranos swore in Andrea Shaeffer.

3. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Kristine O'Sullivan, Andrea Shaeffer

Absent: Sylvia Haas

Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Jaime Lopez, Su Reynders, Jimmy Stefanis, Suzanne Yazel

Visitors: Village Clerk Karen Agoranos, Eric Shaeffer, Ann Marie Stephenson

4. Public Comment

There was no public comment.

5. President's Report

President O'Sullivan welcomed Andrea Shaeffer to the Library Board. She reported there will be a trustee orientation at the August 7 Committee of the Whole meeting and that all board members are invited to attend.

6. Consent Agenda

- a. Minutes of Regular Board Meeting of May 15, 2025
- b. Minutes of Civic Connections of May 29, 2025
- c. Minutes of Special Board Meeting of June 5, 2025
- d. May 2025 Bills and Financial Reports

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

7. Public Technology Audit Results

IT Manager Jaime Lopez presented the results of the Public Technology Audit, one of the goals identified in the strategic plan. He reported that our public technology including

desktop computers, printers, and copiers, is appropriately up to date, meets the needs of the community, and has an appropriate and identified refresh cycle.

8. Committee Appointments 2025-2026

President O'Sullivan appointed the 2025-2026 committee members as follows:

- Finance: Brian Gilligan, Chair; all trustees will serve
- Personnel: Kristine O'Sullivan, Chair; all trustees will serve

9. LED Retrofit ComEd Grant Opportunity

Executive Director Reynders gave a presentation on the ComEd LED Incentive Program highlighting the options that are being explored, cost savings for the project, and the anticipated timeline. Trustees supported the program and will review proposals or bids as the project moves forward.

10. Review/Approve Social Media and Public Technology Use Policies

Trustees reviewed the Social Media Policy and requested one amendment: Section III G7 to change "child pornography" to "sexual abuse material."

Trustees reviewed the Public Technology Use Policy and requested two amendments: Section III B1 to delete the word "controversial" and Section V C to use the word "individuals" in place of "people."

Motion was made by Trustee Bass and seconded by Trustee Fulk to approve the Social Media and Public Technology Use Policies as amended. Voice vote carried.

11. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and answered questions. She reported that the summer reading weekend launch (May 31 and June 1) led to a 51% increase in patron signups over 2024. Trustees expressed their enthusiasm for the vibrant and engaging style of the *Preview* newsletter.

12. Trustee Reports and Comments

Trustee Mary Anne Benden attended the Tuesday, May 20 Foundation Board meeting.

13. Upcoming Meetings and Events Calendar

- June 23 – Foundation Board Meeting – Brian Gilligan
- July – Meet the Board – Kristine O'Sullivan
- July 3, 6:00 p.m. – Committee of the Whole Meeting – canceled
- July 4 – Fourth of July Parade
- July 17, 6:00 p.m. – Regular Board Meeting
  - Audit Presentation; Second Quarter Financial Review; Architect/CM Presentation for Project B
- July 19-20 – Friends Book Sale

- g. No Foundation Board Meeting held in July
- h. August 7, 6:00 p.m. – Committee of the Whole Meeting – New Trustee Orientation

14. Adjournment

Motion was made by Trustee Bass and seconded by Trustee Fulk to adjourn the Regular Board meeting at 6:59 p.m. Voice vote carried.

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Sylvia M. Haas, Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

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

Library General Fund	7,319,620.95
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,737,755.65
Debt Service Fund	0.00
Gift Fund	567,760.63

<b>Total All Funds</b>	<b>\$ 15,741,183.49</b>
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#### Disbursements June 2025

<b>\$ 978,003.79</b>
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#### Financial Summary

##### Fund Balances

Library General Fund	\$ 7,319,620.95
Annual Operating Budget 2025	\$ 11,413,210.00
General Fund - Months in Reserve	7.7
General Fund - Percent in Reserve	64.1%

##### YTD Spending Summary

- \* We're on target with spending, and our YTD percentage expended is 48.5%
- \* Last year at this time, we had expended 48.5%

##### Levy Collection

- \* To date, 51.72% of the total Tax revenue has been collected



# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 06/30/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$16,793.84	\$0.00	\$0.00	\$0.00	\$0.00	\$16,793.84
Interest Income	\$20,599.81	\$0.00	\$21,345.43	\$0.00	\$0.00	\$41,945.24
Miscellaneous Fees	\$1,906.53	\$0.00	\$0.00	\$0.00	\$0.00	\$1,906.53
Friends Reimbursement	\$3,977.79	\$0.00	\$0.00	\$0.00	\$0.00	\$3,977.79
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$223.79	\$223.79
<b>Total Revenues</b>	<b>\$43,277.97</b>	<b>\$0.00</b>	<b>\$21,345.43</b>	<b>\$0.00</b>	<b>\$223.79</b>	<b>\$64,847.19</b>
<b>Expenses</b>						
Salaries & Benefits	\$618,903.62	\$0.00	\$0.00	\$0.00	\$0.00	\$618,903.62
Management Expense	\$29,077.55	\$0.00	\$0.00	\$0.00	\$0.00	\$29,077.55
Operating Expense	\$27,614.33	\$0.00	\$0.00	\$0.00	\$680.30	\$28,294.63
Building Expense	\$54,871.25	\$0.00	\$0.00	\$0.00	\$0.00	\$54,871.25
Library Materials	\$130,217.60	\$0.00	\$0.00	\$0.00	\$34.99	\$130,252.59
Reimbursable Expense	\$4,436.60	\$0.00	\$0.00	\$0.00	\$0.00	\$4,436.60
Capital Outlay	\$0.00	\$0.00	(\$52,025.00)	\$0.00	\$0.00	(\$52,025.00)
<b>Total Expenses</b>	<b>\$865,120.95</b>	<b>\$0.00</b>	<b>\$52,025.00</b>	<b>\$0.00</b>	<b>\$715.29</b>	<b>\$917,861.24</b>
 <b>BEGINNING FUND BALANCE</b>	 <b>\$8,141,463.93</b>	 <b>\$2,116,046.26</b>	 <b>\$5,768,435.22</b>	 <b>\$0.00</b>	 <b>\$568,252.13</b>	 <b>\$16,594,197.54</b>
 <b>NET SURPLUS/(DEFICIT)</b>	 <b>(\$821,842.98)</b>	 <b>\$0.00</b>	 <b>(\$30,679.57)</b>	 <b>\$0.00</b>	 <b>(\$491.50)</b>	 <b>(\$853,014.05)</b>
 <b>ENDING FUND BALANCE</b>	 <b>\$7,319,620.95</b>	 <b>\$2,116,046.26</b>	 <b>\$5,737,755.65</b>	 <b>\$0.00</b>	 <b>\$567,760.63</b>	 <b>\$15,741,183.49</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 06/30/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<b>Library Fund</b>						
Property Taxes	\$16,793.84	\$5,766,707.82	\$11,150,060.00	\$5,383,352.18	51.72%	48.28%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$20,599.81	\$118,071.91	\$100,000.00	(\$18,071.91)	118.07%	(18.07%)
Fees	\$1,864.03	\$10,708.36	\$18,250.00	\$7,541.64	58.68%	41.32%
For Sale Items	\$42.50	\$222.75	\$400.00	\$177.25	55.69%	44.31%
Miscellaneous Income	\$0.00	\$7,337.43	\$0.00	(\$7,337.43)	0.00%	0.00%
Friends Reimbursement	\$3,977.79	\$14,147.43	\$44,400.00	\$30,252.57	31.86%	68.14%
Foundation Reimbursement	\$0.00	\$6,405.52	\$11,200.00	\$4,794.48	57.19%	42.81%
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	\$43,277.97	\$5,923,601.22	\$11,408,210.00	\$5,484,608.78	51.92%	48.08%
<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	\$21,345.43	\$142,792.66	\$0.00	(\$142,792.66)	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	\$21,345.43	\$142,792.66	\$0.00	(\$142,792.66)	0.00%	0.00%

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 06/30/2025

<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	\$223.79	\$945.64	\$0.00	(\$945.64)	0.00%	0.00%
Total Gift Fund	\$223.79	\$989.12	\$5,000.00	\$4,010.88	19.78%	80.22%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 06/30/2025

<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	\$485,396.65	\$2,894,155.58	\$6,065,713.00	\$3,171,557.42	47.71%	52.29%
IMRF	\$29,018.68	\$174,525.70	\$365,463.00	\$190,937.30	47.75%	52.25%
MC/FICA	\$34,702.78	\$207,920.55	\$461,583.00	\$253,662.45	45.05%	54.95%
Medical Insurance	\$67,562.81	\$401,716.81	\$795,000.00	\$393,283.19	50.53%	49.47%
Life Insurance	\$152.35	\$907.80	\$3,000.00	\$2,092.20	30.26%	69.74%
Unemployment Compensation Tax	\$2,070.35	\$5,302.89	\$7,000.00	\$1,697.11	75.76%	24.24%
Total Salaries & Benefits	\$618,903.62	\$3,684,529.33	\$7,697,759.00	\$4,013,229.67	47.87%	52.14%
Management Expenses						
Audit	\$0.00	\$0.00	\$6,600.00	\$6,600.00	0.00%	100.00%
Legal Fees	\$481.25	\$1,561.25	\$10,000.00	\$8,438.75	15.61%	84.39%
Printing	\$12,416.28	\$56,884.72	\$100,000.00	\$43,115.28	56.88%	43.12%
Marketing	\$4,234.89	\$46,396.32	\$100,800.00	\$54,403.68	46.03%	53.97%
Professional Dues	\$1,024.00	\$7,037.00	\$14,500.00	\$7,463.00	48.53%	51.47%
Board Development	\$1,028.90	\$3,770.43	\$3,100.00	(\$670.43)	121.63%	(21.63%)
Human Resources	\$9,501.18	\$66,684.73	\$174,400.00	\$107,715.27	38.24%	61.76%
Other Operating	\$391.05	\$6,142.22	\$42,655.00	\$36,512.78	14.40%	85.60%
Total Management Expenses	\$29,077.55	\$188,476.67	\$452,055.00	\$263,578.33	41.69%	58.31%
Operating Expenses						
Telecommunications	\$11,864.35	\$25,051.64	\$34,900.00	\$9,848.36	71.78%	28.22%
Insurance	\$0.00	\$100,622.90	\$105,000.00	\$4,377.10	95.83%	4.17%
Office Supplies	\$1,585.44	\$11,686.76	\$30,050.00	\$18,363.24	38.89%	61.11%
Library Supplies	\$1,847.19	\$9,441.66	\$25,500.00	\$16,058.34	37.03%	62.97%
Postage	\$3,292.33	\$13,984.24	\$34,000.00	\$20,015.76	41.13%	58.87%
Contract Services	\$19.99	\$50,327.68	\$118,600.00	\$68,272.32	42.43%	57.57%
Software	\$9,005.03	\$75,219.11	\$141,375.00	\$66,155.89	53.21%	46.79%
Total Operating Expenses	\$27,614.33	\$286,333.99	\$489,425.00	\$203,091.01	58.50%	41.50%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 06/30/2025

	<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	\$33,666.51	\$114,598.46	\$156,710.00	\$42,111.54	73.13%	26.87%
Hardware & System Maintenance	\$1,195.19	\$99,546.96	\$148,525.00	\$48,978.04	67.02%	32.98%
Janitorial	\$5,222.63	\$37,702.39	\$79,300.00	\$41,597.61	47.54%	52.46%
Equipment	\$11,866.98	\$73,458.02	\$192,220.00	\$118,761.98	38.22%	61.78%
Utilities	\$2,919.94	\$27,301.76	\$47,951.00	\$20,649.24	56.94%	43.06%
Total Building Expenses	<u>\$54,871.25</u>	<u>\$352,607.59</u>	<u>\$624,706.00</u>	<u>\$272,098.41</u>	<u>56.44%</u>	<u>43.56%</u>
Services and Resources						
Adult Print	\$19,795.84	\$97,328.35	\$256,800.00	\$159,471.65	37.90%	62.10%
Adult AV	\$2,181.01	\$13,238.33	\$33,400.00	\$20,161.67	39.64%	60.36%
Youth Print	\$25,475.72	\$69,656.45	\$177,800.00	\$108,143.55	39.18%	60.82%
Youth AV	\$1,489.37	\$9,138.01	\$24,000.00	\$14,861.99	38.08%	61.93%
Magazines	\$272.15	\$12,765.85	\$18,600.00	\$5,834.15	68.63%	31.37%
Electronic Resources	\$10,510.65	\$72,986.18	\$190,000.00	\$117,013.82	38.41%	61.59%
Digital Media	\$48,380.40	\$194,873.40	\$338,065.00	\$143,191.60	57.64%	42.36%
E-Learning	\$0.00	\$42,792.19	\$50,000.00	\$7,207.81	85.58%	14.42%
Library of Things	\$13,386.66	\$37,403.09	\$75,000.00	\$37,596.91	49.87%	50.13%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$1,879.90	\$18,515.79	\$28,000.00	\$9,484.21	66.13%	33.87%
Programs	\$6,845.90	\$36,237.19	\$101,300.00	\$65,062.81	35.77%	64.23%
Total Services and Resources	<u>\$130,217.60</u>	<u>\$605,603.03</u>	<u>\$1,293,665.00</u>	<u>\$688,061.97</u>	<u>46.81%</u>	<u>53.19%</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	\$1,000.00	\$6,778.32	\$11,200.00	\$4,421.68	60.52%	39.48%
Friends Expenses	\$3,436.60	\$21,577.32	\$44,400.00	\$22,822.68	48.60%	51.40%
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>\$4,436.60</u>	<u>\$28,355.64</u>	<u>\$55,600.00</u>	<u>\$27,244.36</u>	<u>51.00%</u>	<u>49.00%</u>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 06/30/2025

		<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		\$865,120.95	\$5,145,906.25	\$11,413,210.00	\$6,267,303.75	45.09%	54.91%
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	\$52,025.00	\$87,025.00	\$250,000.00	\$162,975.00	34.81%	65.19%
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		\$52,025.00	\$87,025.00	\$250,000.00	\$162,975.00	34.81%	65.19%
<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	\$680.30	\$6,586.61	\$50,000.00	\$43,413.39	13.17%	86.83%
300-7060-99	Circulating Materials	\$34.99	\$34.99	\$0.00	(\$34.99)	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		\$715.29	\$6,621.60	\$50,000.00	\$43,378.40	13.24%	86.76%

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/01/2025	ZOOM	\$208.00
06/01/2025	SOUL HARBOUR RANCH A	\$50.00
06/01/2025	AMAZON	\$27.98
06/01/2025	AMAZON	\$17.99
06/01/2025	DISPLAYS2GO	\$175.66
06/01/2025	AMAZON	\$89.85
06/01/2025	AMAZON	\$111.96
06/01/2025	AMAZON	\$103.95
06/01/2025	AMAZON	\$61.57
06/01/2025	AMAZON	\$54.96
06/01/2025	WALMART	\$27.06
06/01/2025	AMERICAN LIBRARY AS	\$125.00
06/01/2025	AMAZON	\$7.18
06/02/2025	AMAZON	\$8.99
06/02/2025	AMAZON	\$8.99
06/02/2025	AMAZON	\$2.99
06/02/2025	DISNEY	\$29.99
06/02/2025	JOHNSON CONTROLS	\$285.00
06/02/2025	NETFLIX	\$17.99
06/03/2025	AMAZON	\$8.99
06/03/2025	USPS	\$29.84
06/03/2025	AMAZON	\$8.99
06/03/2025	APPLE.COM	\$38.49
06/03/2025	ETSY	\$4.79
06/03/2025	AMOS MEDIA COMPANY	\$104.99
06/03/2025	TARGET	\$19.79
06/04/2025	AMAZON	\$8.99
06/04/2025	AMAZON	\$8.99
06/04/2025	AMAZON	\$47.99
06/04/2025	AMAZON	\$25.49
06/04/2025	AMAZON	\$8.99
06/04/2025	AMAZON	\$8.99
06/04/2025	NETFLIX	\$17.99
06/04/2025	NETFLIX	\$17.99
06/04/2025	NETFLIX	\$17.99
06/04/2025	NETFLIX	\$17.99
06/04/2025	WALL STREET JOURNAL	\$64.99
06/04/2025	FUTURE PUBLISHING	\$8.75

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/04/2025	AWESOME BALLOON CREA	\$400.00
06/05/2025	VILLAGE OF MOUNT PRO	\$99379.08
06/05/2025	AMAZON	\$8.99
06/05/2025	AMAZON	\$8.99
06/05/2025	AMAZON	\$8.99
06/05/2025	AMAZON	\$59.98
06/05/2025	APPLE.COM	\$2090.00
06/05/2025	MICROSOFT	\$44.00
06/05/2025	USPS	\$9.72
06/05/2025	USPS	\$5.21
06/05/2025	MICHAELS STORES	\$57.51
06/06/2025	Payroll 2025-0606	\$155969.23
06/06/2025	Payroll 2025-0606	\$57900.42
06/06/2025	AMAZON	\$5108.48
06/06/2025	AMERICAN LANDSCAPING	\$640.00
06/06/2025	AUTOMATIC DOORS, INC	\$385.00
06/06/2025	BAKER & TAYLOR, INC.	\$6861.44
06/06/2025	BANNERVILLE USA	\$375.00
06/06/2025	CHICAGO FEDERATION	\$173.06
06/06/2025	COOPERATIVE COMPUTER	\$19359.08
06/06/2025	DEMCO	\$2744.16
06/06/2025	INGRAM	\$1828.47
06/06/2025	MERGENT, INC.	\$1794.00
06/06/2025	MIDWEST TAPE	\$42.99
06/06/2025	NPN360	\$384.64
06/06/2025	OVERDRIVE, INC.	\$17098.98
06/06/2025	PLAYAWAY PRODUCTS	\$24.99
06/06/2025	RAILS	\$14841.75
06/06/2025	SALSANA LLC	\$1500.00
06/06/2025	SCHOLASTIC LIBRARY	\$8100.80
06/06/2025	SIX GENERATIONS GENE	\$150.00
06/06/2025	W. W. GRAINGER, INC.	\$156.96
06/06/2025	WAREHOUSE DIRECT	\$476.13
06/06/2025	EMPLOYEE BENEFITS CO	\$1468.39
06/06/2025	AT&T	\$749.79
06/06/2025	AT&T	\$5671.91
06/06/2025	AMAZON	\$8.99
06/06/2025	AMAZON	\$11.33



**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/06/2025	AMAZON	\$23.95
06/06/2025	AMAZON	\$149.04
06/06/2025	ULINE	\$59.45
06/08/2025	NETFLIX	\$17.99
06/08/2025	NETFLIX	\$17.99
06/08/2025	NETFLIX	\$17.99
06/08/2025	AMERICAN LIBRARY AS	\$277.00
06/08/2025	AMAZON	\$15.98
06/08/2025	ADMIN COLUMNS PRO	\$89.00
06/08/2025	H MART	\$53.38
06/09/2025	AMAZON	\$2.99
06/09/2025	DISNEY	\$29.99
06/09/2025	NETFLIX	\$17.99
06/09/2025	AMAZON	\$132.95
06/10/2025	REPUBLIC SERVICES #5	\$317.30
06/10/2025	CONSTELLATION NEW EN	\$1700.46
06/10/2025	AMAZON	\$8.99
06/10/2025	USPS	\$9.31
06/10/2025	JOURNAL & TOPICS NEW	\$66.00
06/11/2025	THE HOME DEPOT CRC	\$1082.90
06/11/2025	ETSY	\$4.00
06/11/2025	AMAZON	\$26.09
06/11/2025	USPS	\$6.07
06/11/2025	UPRINTING	\$87.81
06/11/2025	VISTAPRINT	\$329.99
06/11/2025	VISTAPRINT	\$309.26
06/11/2025	L&W SUPPLY	\$1152.40
06/12/2025	SHELL OIL COMPANY	\$43.89
06/12/2025	POSTMASTER	\$2428.37
06/12/2025	AMAZON	\$41.96
06/12/2025	FARONICS	\$3911.04
06/12/2025	USPS	\$10.17
06/12/2025	4ALLPROMOS	\$1025.46
06/12/2025	ALA	\$48.62
06/13/2025	ANNETTE BOCHENEK	\$300.00
06/13/2025	BAKER & TAYLOR, INC.	\$2575.85
06/13/2025	CHILDREN'S PLUS INC.	\$2460.56
06/13/2025	COMPSYCH CORPORATION	\$2520.00

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/13/2025	GAMBINO LANDSCAPING	\$185.00
06/13/2025	ILLINOIS DEPARTMENT	\$1067.60
06/13/2025	INGRAM	\$578.67
06/13/2025	JOURNAL & TOPICS NEW	\$60.00
06/13/2025	MENARDS	\$73.52
06/13/2025	MIDWEST TAPE	\$55.99
06/13/2025	OLD TOWN SCHOOL OF F	\$1375.00
06/13/2025	OVERDRIVE, INC.	\$4309.12
06/13/2025	SHAKESPEARE PROJECT	\$1250.00
06/13/2025	STAPLES BUSINESS ADV	\$765.49
06/13/2025	STEVE BELLIVEAU	\$350.00
06/13/2025	SUPERIOR INDUSTRIAL	\$379.35
06/13/2025	THREE BEES HONEY FAR	\$397.00
06/13/2025	TRANE U.S. INC.	\$895.00
06/13/2025	TRU GREEN-CHEM LAWN	\$230.92
06/13/2025	W. W. GRAINGER, INC.	\$699.64
06/13/2025	WAREHOUSE DIRECT	\$629.67
06/13/2025	CAP'S ICE CREAM	\$87.50
06/13/2025	AMAZON	\$137.64
06/13/2025	NETFLIX	\$17.99
06/13/2025	NETFLIX	\$17.99
06/13/2025	NETFLIX	\$17.99
06/13/2025	NETFLIX	\$17.99
06/13/2025	LANDS' END	\$36.85
06/13/2025	LIBRARY JOURNAL CC	\$189.21
06/13/2025	LIBRARY JOURNAL CC	\$189.21
06/13/2025	ZOHO Corporation	\$2815.00
06/13/2025	AMOS MEDIA COMPANY	\$209.98
06/13/2025	A24	\$67.00
06/13/2025	WALMART	\$46.56
06/15/2025	WALMART	\$17.51
06/15/2025	AMAZON	\$8.99
06/15/2025	AMAZON	\$2.99
06/15/2025	AMAZON	\$4.99
06/15/2025	DISNEY	\$29.99
06/15/2025	ILLINOIS LIBRARY AS	\$100.00
06/15/2025	AMAZON	\$265.90
06/15/2025	WOMAN'S DAY	\$29.97

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/15/2025	AMAZON	\$197.65
06/15/2025	GORDON FOOD SERVICE	\$74.99
06/15/2025	KHEPRI KITCHEN+ COFF	\$121.16
06/16/2025	AMAZON	\$2.99
06/16/2025	APPLE.COM	\$9.99
06/17/2025	LANDS' END	\$56.90
06/17/2025	STICKER MULE	\$611.50
06/17/2025	AMAZON	\$8.99
06/17/2025	AMAZON	\$8.99
06/17/2025	AMAZON	\$2.99
06/18/2025	PET BENEFIT SOLUTION	\$60.50
06/18/2025	4-IMPRINT	\$4705.19
06/18/2025	VISTAPRINT	\$19.48
06/18/2025	AMAZON	\$25.07
06/19/2025	AMAZON	\$231.07
06/19/2025	AQUENT LLC	\$329.00
06/19/2025	JEWEL OSCO	\$10.98
06/19/2025	WALMART	\$59.61
06/19/2025	AMERICAN LIBRARY AS	\$187.00
06/19/2025	DISPLAYS2GO	\$114.91
06/20/2025	Payroll 2025-0620	\$154488.74
06/20/2025	Payroll 2025-0620	\$57240.33
06/20/2025	ACCURATE EMPLOYMENT	\$130.71
06/20/2025	AMAZON	\$744.56
06/20/2025	AUTOMATIC DOORS, INC	\$1125.00
06/20/2025	BAKER & TAYLOR, INC.	\$1903.90
06/20/2025	CHILDREN'S PLUS INC.	\$665.01
06/20/2025	COSTCO	\$195.00
06/20/2025	CRYSTAL MAINTENANCE	\$3515.00
06/20/2025	ILLINOIS DEPARTMENT	\$2070.35
06/20/2025	IMAGE SYSTEMS & BUSI	\$280.54
06/20/2025	INGRAM	\$1138.49
06/20/2025	JOHN D'EMILIO	\$250.00
06/20/2025	KANOPY, INC.	\$784.00
06/20/2025	L.W. MECHANICAL SERV	\$12025.00
06/20/2025	MENARDS	\$46.14
06/20/2025	MIDWEST TAPE	\$6662.04
06/20/2025	NORTHWEST COMMUNITY	\$68.00

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/20/2025	OVERDRIVE, INC.	\$296.97
06/20/2025	PLAYAWAY PRODUCTS LL	\$324.50
06/20/2025	ROSA M ZILINSKAS	\$240.00
06/20/2025	SMILE MAKERS	\$623.76
06/20/2025	THOMSON REUTERS - WE	\$1333.54
06/20/2025	VILLAGE OF MOUNT PRO	\$2884.18
06/20/2025	W. W. GRAINGER, INC.	\$676.11
06/20/2025	WAREHOUSE DIRECT	\$15.97
06/20/2025	COMCAST BUSINESS	\$237.40
06/20/2025	EMPLOYEE BENEFITS CO	\$1468.39
06/20/2025	CHASE BANK	\$27259.45
06/20/2025	VILLAGE OF MOUNT PRO	\$51636.43
06/20/2025	VILLAGE OF MOUNT PRO	\$96.00
06/20/2025	AMAZON	\$111.98
06/20/2025	DISNEY	\$29.99
06/20/2025	DISNEY	\$29.99
06/20/2025	AMAZON	\$47.88
06/20/2025	S&S Worldwide	\$74.80
06/20/2025	4-IMPRINT	\$2294.07
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	DISNEY	\$29.99
06/22/2025	JEWEL OSCO	\$7.99
06/22/2025	USPS	\$10.52
06/22/2025	LANDS' END	\$206.26
06/22/2025	AMAZON	\$849.99
06/22/2025	AMAZON	\$27.22
06/22/2025	OpenAI	\$20.00
06/23/2025	VERIZON WIRELESS	\$423.74
06/23/2025	ICMA RETIREMENT TRUS	\$5875.56

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/23/2025	ICMA RETIREMENT TRUS	\$5712.31
06/23/2025	AMAZON	\$8.99
06/23/2025	NETFLIX	\$17.99
06/23/2025	NETFLIX	\$17.99
06/23/2025	SPOTIFY	\$19.99
06/24/2025	VENTRA	\$216.00
06/24/2025	DELL MARKETING L.P.	\$371.86
06/24/2025	DELL MARKETING L.P.	\$1041.18
06/24/2025	4-IMPRINT	\$373.27
06/25/2025	AMAZON	\$62.94
06/25/2025	AMAZON	\$14.85
06/25/2025	NETFLIX	\$17.99
06/25/2025	AMAZON	\$16.76
06/25/2025	AMAZON	\$21.50
06/25/2025	USPS	\$6.82
06/25/2025	USPS	\$6.07
06/25/2025	AMOS MEDIA COMPANY	\$39.99
06/25/2025	BARRONS	\$29.99
06/25/2025	CHICAGO SUN TIMES	\$49.56
06/26/2025	AFLAC	\$181.92
06/26/2025	MICHAELS STORES	\$198.05
06/26/2025	AMERICAN LIBRARY AS	\$210.00
06/26/2025	CAP'S ICE CREAM	\$20.00
06/26/2025	AMAZON	\$32.91
06/26/2025	AMAZON	\$25.00
06/26/2025	CHICAGO GENEALOGICAL	\$30.00
06/26/2025	KD MARKET	\$18.90
06/26/2025	ARTICULATE	\$599.00
06/26/2025	CC-LODGING	\$312.72
06/26/2025	DELL MARKETING L.P.	\$1753.35
06/27/2025	A TO Z DATABASES	\$8000.00
06/27/2025	ACCESS ONE INC	\$1000.00
06/27/2025	ALERT PROTECTIVE INC	\$137.97
06/27/2025	AMAZON	\$15120.89
06/27/2025	AMERICAN LANDSCAPING	\$20500.00
06/27/2025	ANN TORRALBA	\$550.00
06/27/2025	BAKER & TAYLOR, INC.	\$4316.01
06/27/2025	CAVENDISH SQUARE	\$186.03

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 06/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
06/27/2025	CHILDREN'S PLUS INC.	\$13543.65
06/27/2025	CINTAS #22	\$245.26
06/27/2025	CRYSTAL MAINTENANCE	\$3515.00
06/27/2025	ELM USA, INC.	\$179.95
06/27/2025	EVERLIGHTS, INC.	\$667.80
06/27/2025	GALE	\$5723.27
06/27/2025	IMAGE SYSTEMS & BUSI	\$319.23
06/27/2025	INGRAM	\$6925.88
06/27/2025	KANOPY, INC.	\$731.00
06/27/2025	LA GRANGE PUBLIC LIB	\$15.00
06/27/2025	MIDWEST TAPE	\$6546.62
06/27/2025	MOUNT PROSPECT POLIC	\$50.00
06/27/2025	NORTHWEST ELECTRICAL	\$56.01
06/27/2025	NPN360	\$12100.82
06/27/2025	OVERDRIVE, INC.	\$2159.39
06/27/2025	PLAYAWAY PRODUCTS LL	\$393.49
06/27/2025	PRODUCT LLC	\$40000.00
06/27/2025	PROQUEST INFORMATION	\$9116.30
06/27/2025	RAILS	\$6075.00
06/27/2025	ROBBINS SCHWARTZ	\$481.25
06/27/2025	SUPERIOR INDUSTRIAL	\$340.30
06/27/2025	THOMAS J CRISCIONE	\$250.00
06/27/2025	THOMSON REUTERS - WE	\$1333.54
06/27/2025	TODAY'S BUSINESS SOL	\$352.32
06/27/2025	TRANE U.S. INC.	\$6871.00
06/27/2025	VILLAGE OF MOUNT PRO	\$630.00
06/27/2025	W. W. GRAINGER, INC.	\$266.96
06/27/2025	WAREHOUSE DIRECT	\$96.35
06/27/2025	CONSTELLATION NEW EN	\$1175.55
06/27/2025	CALLING POST COMMUNI	\$9.99
06/27/2025	AMAZON	\$57.29
06/27/2025	AMAZON	\$38.40
06/27/2025	AMAZON	\$69.05
06/27/2025	KHEPRI KITCHEN+ COFF	\$40.00
06/27/2025	STARBUCKS COFFEE COM	\$60.00
06/29/2025	USPS	\$34.36
06/29/2025	4ALLPROMOS	\$332.10
06/29/2025	CC-MEALS	\$25.37

# Mount Prospect Public Library

## Transactions - Bank and Credit Card Charges

For the Period Ended 06/30/2025

\$978003.79

# MEMO – PROGRAMMING, REFERENCE SERVICE, AND INTELLECTUAL FREEDOM POLICIES REVIEW

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: July 17, 2025  
Re: 2025 Policy Review Project and Review of Programming, Reference Service, and Intellectual Freedom Policies

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Comments: We are about midway through 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 (complete)
  - b. Governance (complete)
  - c. Services and Collections (in progress)
  - 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 **Programming Policy** and the **Reference Service Policy** in the Services and Collections category. We will also consider adding a new **Intellectual Freedom Policy**.

### 1. Programming Policy Updates

- a. Specified partnership requirements.
- b. Expanded intellectual freedom philosophy pertaining to programs.
- c. Added details regarding age, residency, and capacity requirements.
- d. Added language to address outside partner expectations.
- e. Added language to address cancellation of programs.
- f. Added a “conduct” section.
- g. Eliminated internal procedures.



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## **2. Reference Service Policy Updates**

- a. Removed extraneous information such as mission statements and definitions.
- b. Added an Equity of Service section.
- c. Clarified the scope of service, some of which were previously listed in the Reference Functions section.
- d. Streamlined the exam proctoring statement.
- e. Clarified the Limitation of Services section and added a liability statement.
- f. Removed the majority of the “General Service Guidelines.” These guidelines primarily consisted of internal procedures for specific types of requests and service level targets and were not policy statements. Internal procedures are maintained and followed by departmental staff and updated as needed.

## **3. NEW Intellectual Freedom Policy**

- a. Although intellectual freedom is addressed in several existing policies, adopting a standalone Intellectual Freedom Policy affirms the library’s core values. It provides clarity and consistency across services, especially when responding to challenges or public concerns. A dedicated policy also supports staff training, public communication, and demonstrates the library’s commitment to transparency and the protection of free access to information.
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# Programming Policy

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## I. Purpose

- A. Mount Prospect Public Library presents a wide variety of programs designed to meet the needs and interests of the Mount Prospect community.
- B. In planning and carrying out its sponsored programs, the Mount Prospect Public Library and its Board of Library Trustees endorse and support the American Library Association's *Library Bill of Rights*. The library's philosophy of open access to information and ideas extends to its programming by offering a broad spectrum of opinions, viewpoints, and ideas.
- C. The purpose of this policy is to outline the guidelines the Mount Prospect Public Library follows in relation to programs and events.

## II. Audience

- A. Programs are planned to meet the interests and needs of community members of all ages.
- B. Some programs may be designed for specific audiences and may be subject to age restrictions.
- C. Mount Prospect Public Library cardholders may be given registration preference for high-demand programs.
- D. The library reserves the right to limit the number of participants in a program.

## III. Program Guidelines

- A. Sponsorship or co-sponsorship of library programs requires a mutually beneficial agreement between the library and the sponsoring organizations.
- B. Library sponsored programs are normally without charge. There may be an occasional program requiring a nominal fee.
- C. Individuals or organizations who present programs at the library for public attendance may not sell products or services during their presentation. Before or after the presentation, appropriate materials connected to the performance or presentation may be sold by the author or performer or presenter with approval from library staff.
- D. The library holds presentations and performances to share information as well as highlight and promote library materials and resources; use of a business or organization is not an endorsement.
- E. All materials to be used or promotion conducted by a business or organization must be approved by library staff.
- F. Suggestions for programs are encouraged from the general public and are given serious consideration. However, the library has sole discretion in selecting, planning, and coordinating programs.
- G. The library is not able to accept all suggestions or work with all groups who wish to partner on programs. Due to the high volume of program proposals received, library staff will respond only to the program proposals that most closely meet the guidelines, mission, needs, schedule, quality, and budget.
- H. Programs are evaluated on a regular basis to determine if the library should continue with a program. In some instances, the library may decide that a program should be discontinued for lack of interest, poor attendance, loss of presenter or other reasons. The frequency and/or days and times of programs may be changed to meet the library's overall needs.

#### IV. Program Selection Guidelines

- A. Appropriateness for the intended audience
- B. Considerations of space, time, budget, and staff
- C. Community needs and interests
- D. Expertise of the speaker/performer
- E. Promotion of library's mission and goals
- F. Quality of the speaker/performer
- G. Representation of various interests and viewpoints
- H. Speaker's ability to present effectively
- I. Timeliness and importance for contemporary society

#### V. Conduct in Library Programs

- A. Program participants are expected to follow the library's policies and behavior guidelines at all times. If a participant fails to follow the library's policies, they may be asked to leave the program or library.
- B. The library affirms and supports its patrons' freedom and responsibility to choose which programs they attend according to their needs, individual tastes, or values. Patrons should apply those criteria to their attendance of library programs only for themselves and should neither restrict nor interfere with other patrons' freedom to attend programs in any way.

#### Revision History

11/30/2018, 09/01/2016, 04/01/2015, 04/01/2013, 03/01/2012, 07/01/2010, 01/01/2010, 03/01/2009,  
10/16/2008, 09/21/2000

# Reference Service Policy

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## I. Purpose

- A. The Mount Prospect Public Library Reference Service Policy is designed to:
  - 1. Describe the reference services offered by the library;
  - 2. Delineate the extent to which these services are provided and to describe any limitations upon those services;
  - 3. Describe the duties of library staff.

## II. Equity of Service

- A. Reference services and materials are available to all individuals regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics of the individual.

## III. Scope of Service

- A. The library provides assistance to help patrons find and use information, library materials and equipment, and online resources.
- B. Reference services and materials are available during all hours the library is open and are provided in response to phone, email, chat, and in-person inquiries.
- C. Library staff members use judgment to prioritize questions when responding to more than one question at the same time.
- D. All requests are treated with respect and confidentiality. Names of users and the transactions which occur between users and staff are confidential and not discussed outside a professional context.
- E. The library strives to provide complete, accurate answers to all queries. When questions cannot be answered fully with the available resources, the library provides referrals to experts, organizations, and other authorities.
- F. The library also provides readers', listeners', and viewers' advisory services in support of patrons' informational and recreational needs.
- G. The library may require that patrons schedule an appointment for requests that require more in-depth or lengthy assistance.
- H. The library offers exam proctoring as a service to Mount Prospect residents, subject to staff availability. While we make every effort to accommodate requests, proctoring is limited by the specific requirements of the exam or testing institution. The library reserves the right to decline proctoring if those requirements cannot be reasonably met within the available resources.

## IV. Limitations of Service

- A. As information professionals, the library is not able to provide services in other areas of professional practice. Certain types of assistance are beyond the scope of the library's service capacity, including but not limited to:
  - 1. Medical, legal, copyright, financial, or tax advice.
  - 2. Recommendations of individual practitioners such as physicians or attorneys.

Mount Prospect Public Library  
Reference Service Policy

3. Providing editorial or translation services or typing documents.
  4. Completing forms in any format.
  5. Extensive, frequent, or in-depth troubleshooting, modification, or repair of personal electronic devices.
  6. Handling or entering of confidential information, including but not limited to personally identifiable information such as social security numbers, credit card numbers, login credentials, financial data, medical and health information, account details, and other sensitive data.
- B. For topics that require subject expertise beyond staff capacity, the library will guide the patron to materials and resources available on the topic of interest. Patrons may be advised to consult with a professional in the appropriate field for additional information or advice.
- C. The library may limit the amount of time and level of response provided to an individual in order to equitably serve all patrons.
- D. The Mount Prospect Public Library assumes no liability or responsibility for the use of its reference services or for the accuracy, completeness, or outcomes of any information provided.

**Revision History**

06/26/2018, 07/2016, 07/2014, 06/20/2013, 07/2011, 06/18/2009, 04/15/1999, 06/20/1996

# Intellectual Freedom Policy

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## I. Purpose

- A. The purpose of this policy is to affirm the Mount Prospect Public Library's commitment to intellectual freedom and the right of all individuals to access information without censorship, bias, or discrimination. This policy guides the library's approach to providing services in a manner that supports the constitutional freedoms of inquiry and expression.

## II. Scope

- A. This policy applies to all materials, resources, services, programs, and displays provided by the Mount Prospect Public Library (MPPL). It informs library staff, trustees, and the public of MPPL's position on intellectual freedom and guides efforts to uphold the rights and meet the needs of the community.

## III. Guiding Principles

- A. MPPL is committed to providing open and equitable access to information for all individuals in the community. In support of this mission, the Board of Library Trustees affirms the core principles of intellectual freedom as outlined by the American Library Association (ALA), including the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*.
- B. MPPL recognizes that its materials, resources, services, programs, and displays may have content that may be considered objectionable by some individuals based on personal, cultural, moral, or religious beliefs. The library affirms that the responsibility for determining appropriateness rests with the individual user, or with a parent or guardian in the case of minors. MPPL does not restrict access solely because it may be deemed offensive by some members of the community. Instead, the library supports the right of each individual to make informed choices about the resources they use, fostering an environment of intellectual freedom and personal responsibility.
- C. Access to the library's collections and services shall not be restricted based on race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics of the individual. MPPL upholds the right of every individual to use the library without discrimination or suppression of ideas.
- D. In accordance with the Illinois State Library System Act (75 ILCS 10/8.7), MPPL formally adopts the ALA's *Library Bill of Rights*, asserting that no material should be removed or suppressed due to political, religious, or ideological disagreement. The library affirms its responsibility to offer a robust and varied collection that meets the informational, educational, and cultural needs of its patrons and does not support the banning of specific materials.

## IV. Collection Development

- A. For comprehensive information regarding the criteria and procedures for the selection and evaluation of resources and materials, please refer to the library's Collection Development Policy.

### Revision History

Adopted July 17, 2025

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June 2025

Fiction/AV/Teen

- 1) 2025's Summer Reading has already set all-time highs for both adult and teen registration, with a 30% increase in adult registration over last year.
- 2) Summer Reading activity also contributed to a busy month at the Fiction/AV/Teen desk, with our highest number of recorded patron transactions in the last ten years.
- 3) June program highlights include the first meeting of an ongoing adult "MPPL Writers Group" and a "Teen Puzzle Challenge."



South Branch & Community Engagement

- 1) We participated in multiple Resident Appreciation events at rental properties, primarily located on the south side of Mount Prospect. Organized by the Mt. Prospect Police Department, these community outreach events serve as an excellent opportunity to connect residents with village and library resources. Our participation included assisting with library card and summer reading program registrations, hosting table activities, and providing various engaging giveaways. Six events are scheduled throughout the summer.
- 2) We participated in the Village's "Aging in Mount Prospect: What Families Need to Know" presentation and resource fair. As part of a panel composed of various community organizations, we shared information about local resources that support individuals navigating the aging process. We provided relevant library information and engaged with attendees at our resource table, showcasing the services and resources available through the library for aging adults and their families.
- 3) A bilingual "Storytime in the Park" (Cuenta cuentos en el parque) was presented in collaboration with the Des Plaines Public Library outside of RecPlex. Animal-themed stories and songs were enjoyed by the attendees who were also treated to paletas (freeze pops) at the end of the program, which was a much welcome treat on a very warm day.





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- 4) We continue to help our patrons with scanning, copying, and faxing important immigration documents.
- 5) We joined the Mt. Prospect Police Department at three outdoor Beat meetings across town where they show off their squad cars, interact with families, and listen to neighborhood concerns. The library had a table at each event with resources and giveaways for all ages.

### Youth Services

- 1) The first month of Summer Reading has been a busy one. In June, 2,593 kids signed up for the youth program, both at Main and South. So far, we have had 1,296 kids log 10 days and 681 kids log 20 days of reading. These numbers are all increases from previous years. We also had a total of 2,289 people attending programs, with 1,528 additional patrons attending storytimes.
- 2) The Outreach Summer Reading Program has also been successful. We visited 21 summer programs in June and saw a total of 1,905 people. We shared stories, songs, and other activities for summer programs that served babies to middle schoolers.
- 3) A new program this year was "Gather and Play: Juneteenth" at Pocket Park. We had 100 participants and handed out books to 25 families to celebrate the holiday.

### Circulation

- 1) Circulation statistics are up in just about every category for the month of June.
  - a. Overall circulation (94,732) and new library card registrations (303) were higher in June than any other month year-to-date.
  - b. There was an 18% increase in the number of library cards that were active during the month of June. We usually have about 8,500 patrons that are active in any given month, but in June that number jumped to 12,280 patrons.
  - c. The end of the month saw significant locker usage, with the lockers frequently at their maximum capacity.
  - d. 3,560 items from the Library of Things collection were checked out in June, the highest number in a single month this year so far.





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- 2) A patron thanked us for getting the electrical tester after he suggested it for our Library of Things collection. He was VERY happy to see it there and he said that he thinks our library is “just the best” and offers so many tools for our residents.
- 3) Circulation completed a shift of the Adult Non-Fiction collection in conjunction with the Research Services department. The shift was done to allocate some much-needed additional space for the New Non-Fiction collection. As a result, the New Non-Fiction titles have more “room to breathe,” making for an easier, more attractive browsing experience for patrons.



### Research

- 1) We participated in the Mount Prospect Historical Society's History Camp and presented a program at the Historical Society about genealogy to 17 elementary students. Afterwards the group walked to the library where we gave a brief tour of the genealogy collection.
- 2) We offered a virtual program: “Stories from Chicago’s LGBTQ+ History” (12 attendees) as part of our Pride Month recognition. A patron commented, “Thank you so much for providing information on LGBTQ+ history in an accessible and informative format! I was so happy to see MPPL putting on this program. I learned a lot and really enjoyed the presentation!”
- 3) We doubled the size of the new nonfiction shelves since we effected a 7-day embargo on new materials going out to CCS. We assisted Circulation staff with shifting to accommodate the new materials. The collection looks more appealing, with many more books facing out on the shelves than previously.



### Patron Services

- 1) We helped staff the Summer Reading table in the Youth department, checking in patrons and distributing prizes.
- 2) As part of our new phone system exploration, we attended demos with three different vendors and are testing systems.
- 3) We joined the June 11 “Wear Your Pride” program and spoke with the teens that attended.



Mount Prospect Public Library  
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- 4) We completed preparation for the 2026 event calendar and entered 200+ programs into Communico as placeholders for Admin, Marketing, Fiction, Research, and Patron Services.
- 5) Johnny the therapy cat visited us on June 24 as part of our Staff Morale Committee activities.



### Human Resources & Learning

- 1) Number of open positions: 3
  - a. South Branch Patron Assistant (PT)
  - b. Circulation Desk Assistant (2 – PT)
- 2) Number of vacant positions filled: 3
  - a. Patron Services (PT)
  - b. Circulation Desk Assistant (PT)
  - c. Fiction/AV/Teen Assistant (PT)
- 3) Number of separations: 1
- 4) Staff anniversaries:
  - a. Angela Baker, Business Librarian, 10 years
  - b. Catherine Simmons, Program Librarian, 10 years
- 5) The last week of June, three staff members attended ALA Annual Conference 2025 in Philadelphia, PA. This provided them with the opportunity to engage in a myriad of educational and networking opportunities.

### Building & Security

- 1) Because the full renovation of existing adult study rooms has been removed from the second-floor renovation project, we decided to do a small internal project. The fabric acoustic panels in the study rooms are heavily damaged and unable to be repaired and are not suitable for long term use in a public building. Building Services is taking down the panels and replacing them with sound deadening drywall and patching and painting the walls. We completed Room 2H in May, with the rest to be completed over the next few months.
- 2) Over time, the brick landscaping retaining walls on the sloped portions of the North and West sides of the building had deteriorated significantly. This spring, they reached a critical point where they were at risk of collapsing. As a result, we had the walls rebuilt, ensuring the structures were level and all pavers were securely installed. Although the repair costs (\$20k) were covered by our regular operating budget, this project may qualify for a budget amendment to reclassify the expense under the Capital Project Fund due to its scope and nature.

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## Technical Services

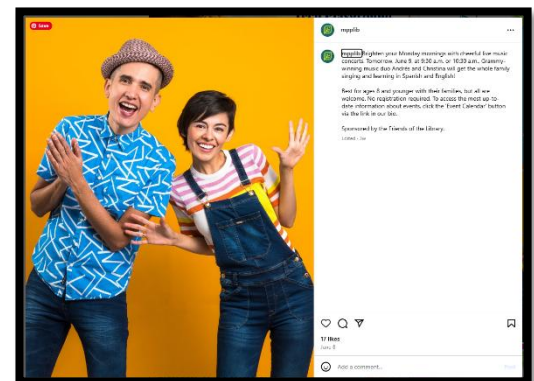
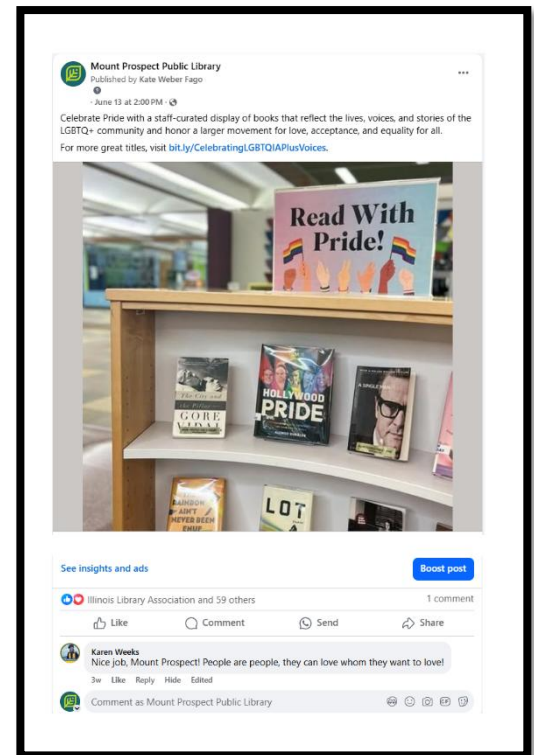
- 1) Technical Service's year of projects continued in June as work began on the Youth Holiday Collection. This is another long gestating project that saw preliminary work completed ahead of MPPL joining CCS. Curating a standalone holiday collection makes it easier for our patrons to browse and discover stories centered around their favorite holiday year-round and not only when the books are on seasonal display.

## Information Technology

- 1) An additional wireless access point has been installed in the community room at the South Branch to enhance support for internet programming initiatives.
- 2) The IT department collaborated with our phone vendor to implement a significant upgrade to the phone system. This upgrade addressed numerous bug fixes and incorporated critical security enhancements.

## Marketing

- 1) Our most popular Facebook post in June was our Pride display. Videos and book unboxings continue to do well, and several folks were also excited about our Monday morning concert series posts on Instagram.
- 2) We're excited to expand our visibility to the community by partnering with the Village of Mount Prospect to promote library services on TV monitors at Village Hall. This new collaboration allows us to share ongoing programs, resources, and community highlights with even more residents, right where they're already plugged in.
- 3) We have created a plan to write and share monthly official news releases and kicked off this project with a news release about our new trustee, Andrea Shaeffer, which is featured on our home page and was picked up by the *Journal & Topics*.
- 4) E-newsletters continue to have higher than average open rates with General Interest at 50%, Parent Caregiver at 68%, and Business Career and Personal Finance at 64%. Summer Reading numbers are the highest we've seen. We registered 2,582 patrons during the kickoff weekend (5/31–6/1), marking a 51% increase over 2024. Patrons were especially pleased with the summer reading t-shirts, and we saw entire families proudly wearing them throughout the library and around town.



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### Friends of the Mount Prospect Public Library

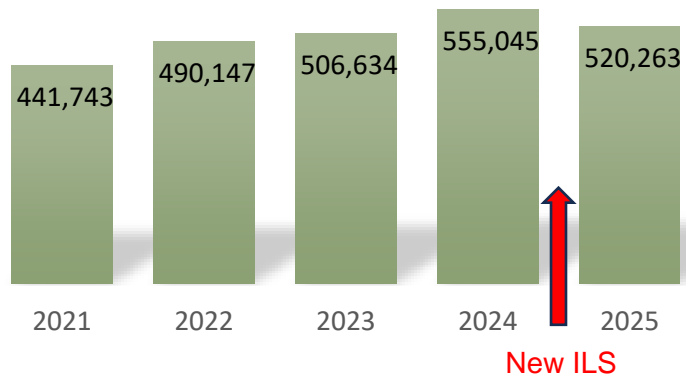
- 1) Volunteers are being recruited for the July 19-20 sale which will take place in Meeting Room A, Meeting Room B, and the Parking Garage.
- 2) The board approved a library request to fund the August "Chocolate Tasting With Morkes Chocolates."
- 3) The board is considering donation options for the 2026 library renovation.
- 4) Met with library Marketing department to streamline design and production for book sale promotion.

### Mount Prospect Public Library Foundation

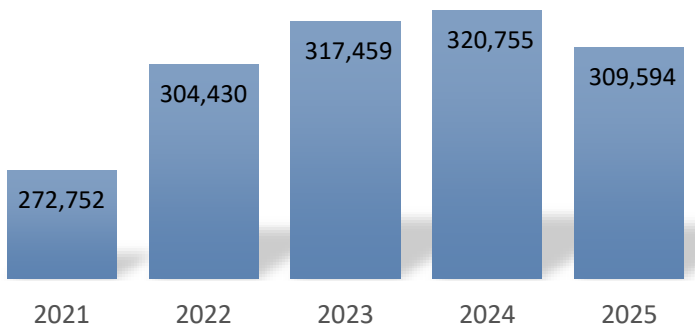
- 1) Elected slate of officers as presented for 2025-26 term: President, Hazel Oreluk; Vice President, Alex Villadonga; Treasurer, Chuck Bennett.
- 2) Board members have started to solicit donations for the Fall Raffle.
- 3) The board is considering donation options for the 2026 library renovation.

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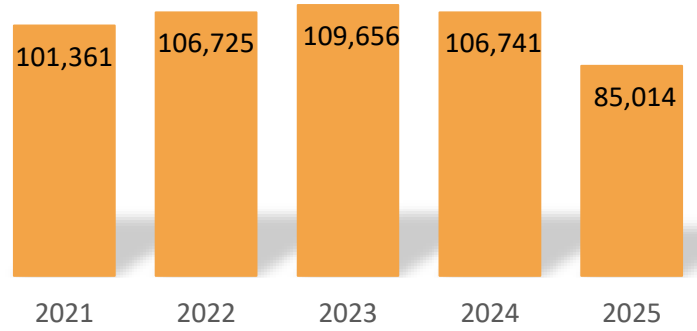
### Overall Circulation YTD



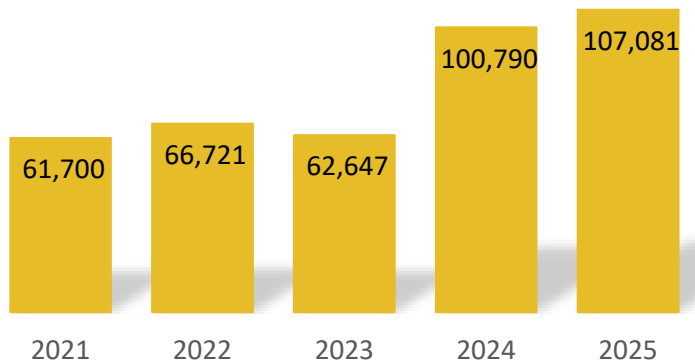
### Book Circulation YTD



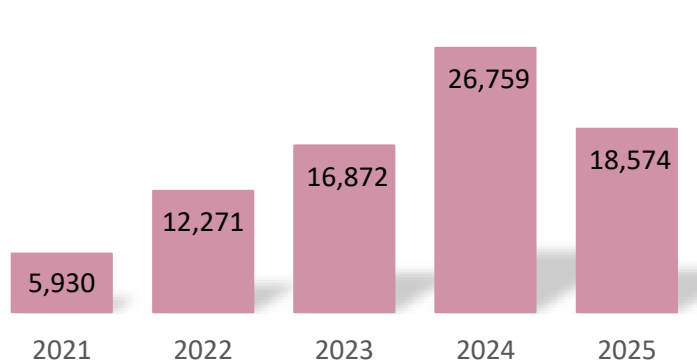
### AV Circulation YTD



### eMedia Circulation YTD

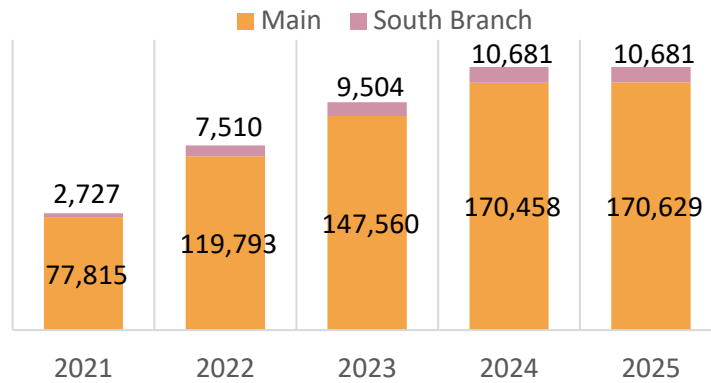


### LoT Circulation YTD

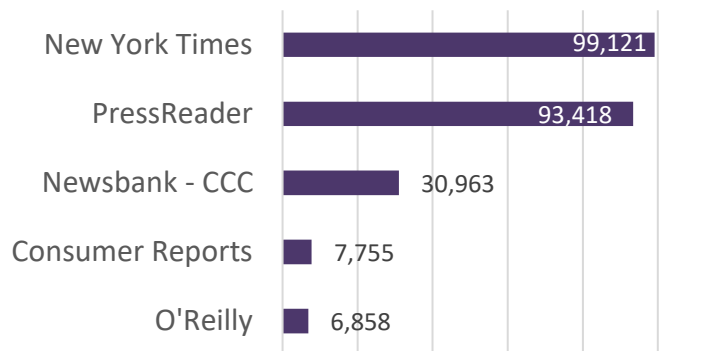


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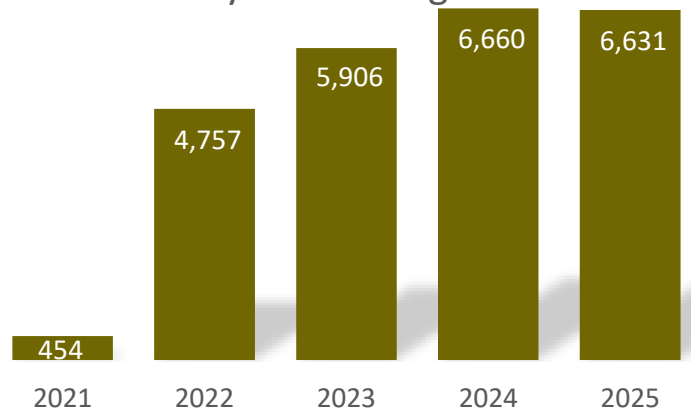
### 2025 Door Count - YTD



### 2025 YTD Top 5 Databases

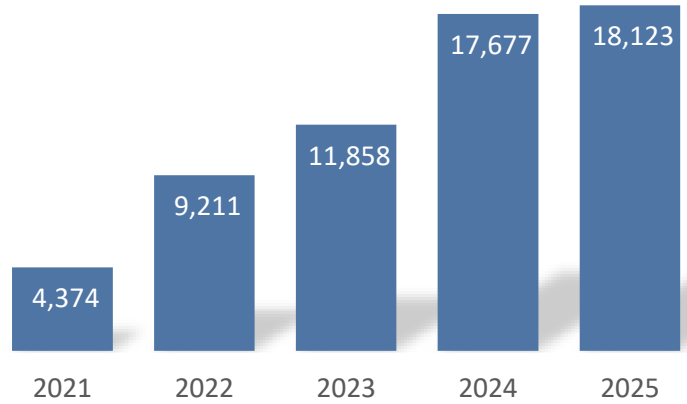


### Study Room Usage YTD

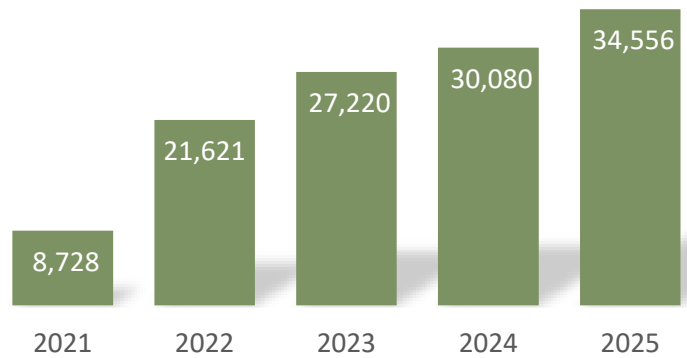


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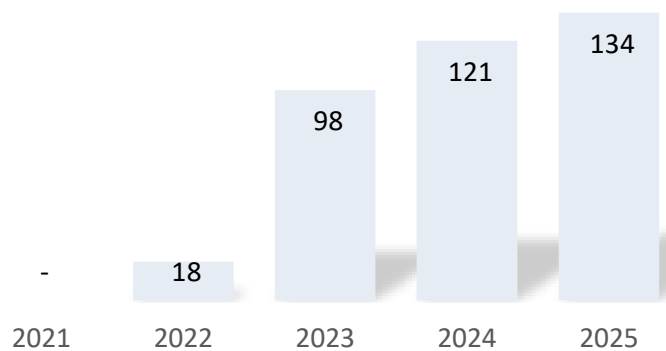
Public Computer Hours Usage YTD



Wireless Unique Users YTD



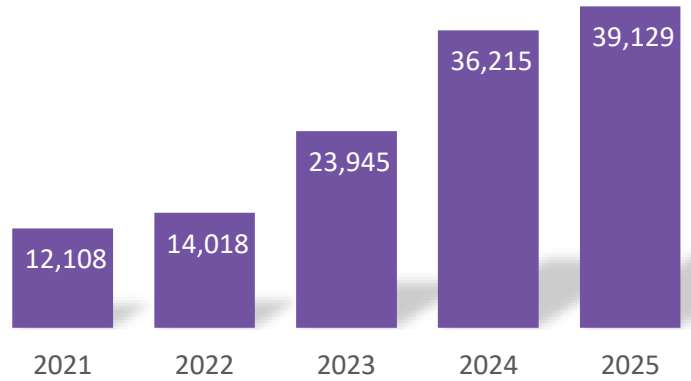
Meeting Room Usage by Public YTD



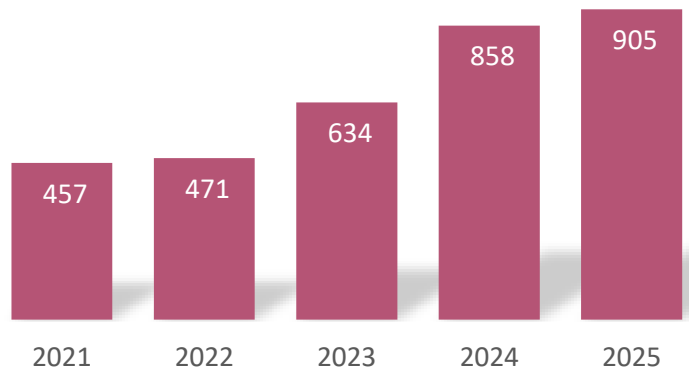


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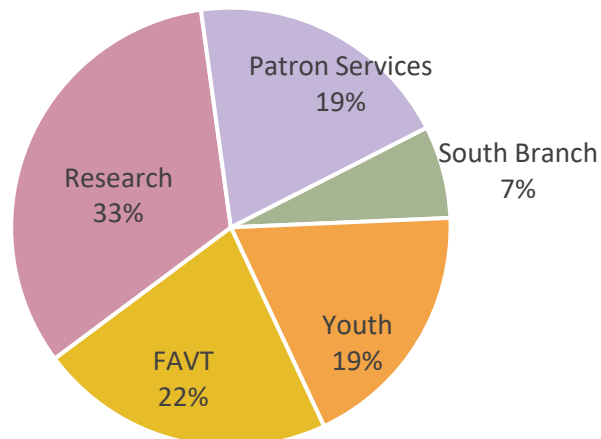
Program Attendance YTD



Number of Programs YTD



2025 Questions by Location





## Strategic Plan Progress Report

### Items Completed in June 2025

1. No new items were completed in June.

### 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. Our architects and construction manager will present the results of the Design Development phase, including budget and design.
  - b. We are on track with the general timeline of the project:
    - i. July 17 design development presentation to Board
    - ii. October 13 issue bids
    - iii. November 20 Board approve bids
    - iv. February – September 2026 construction
  - c. As discussed at the June 19 meeting, we have been investigating ComEd energy grants to help offset the cost of the LED retrofit in Project B. The cost of the project is estimated to be over the \$25,000 closed bid threshold, so we are planning on going out to bid in July and will ask the Board for approval at the August 21 regular meeting. We anticipate the work for the entire facility to be completed by the end of 2025.
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. Adobe InDesign held on 6/11/25
  - b. The Shakespeare Project of Chicago: *King Lear* held on 6/15/25
  - c. MPPL Writers Group launched on 6/16/25
  - d. Adobe Premiere held on 6/25/25
  - e. YouTube recordings posted after the program was held:
    - i. Life in a Japanese American Internment Camp (141 views) May-June 2025
    - ii. Stories from Chicago's LGBTQ+ History (20 views) June 2025

## MPPL Strategic Plan Status: June 2025

