

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

Regular Board Meeting  
April 17, 2025, 6:00 p.m.

Meeting Room B

**AGENDA\***

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **President's Report**
  - a. President Bass will recommend a slate of officers for election at the May 15 meeting.
5. **Resolution Honoring Library Trustee Rosemary Groenwald (4)**
6. **Consent Agenda**
  - a. Minutes of Regular Board Meeting of March 20, 2025 **(5-7)**
  - b. March 2025 Bills and Financial Reports **(8-22)**
  - c. Approve bid for 2025 Automatic Doors Replacement Project to Tee Jay Service Company for a cost of \$66,248
7. **First Quarter Financial Review**, Malachi Kohlwey, Finance & Facilities Director
8. **Board Self-Evaluation (23-24)**
9. **Trustee Appointment Process and Timeline**
10. **Review Patron Privacy, Volunteer, and Fiscal Accountability Policies (25-38)**
11. **Executive Director Report (3)**
  - a. March 2025 Library Activity Report **(39-48)**
  - b. Strategic Plan Update **(49-50)**
12. **Trustee Reports and Comments**
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 – recommend cancel unless needed for Trustee interviews

*\*All topics on the agenda are potential action items*

Board of Trustees  
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- 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

**14. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report**  
**April 17, 2025**

1. **Consent Agenda.** This is agenda item number 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.
  - a. **Automatic Doors Replacement Bid Results.** As budgeted for in the 2025 budget, we are replacing the automatic doors at the Main location. There are three sets of doors: two on the main level and one on the parking garage level. We conducted a formal bid process and received one bid from a reputable vendor at a cost of \$66,248, which is under the budgeted amount of \$85,000.
2. **First Quarter Financial Review.** This is agenda item number 7. Finance Director Malachi Kohlwey will present the library's financial standing as of March 31, 2025.
3. **Board Self Evaluation.** This is agenda item number 8. President Bass will review and discuss the results of the Board self-evaluation survey.
4. **Review Patron Privacy, Volunteer, and Fiscal Accountability Policies.** This is agenda item number 10. This month we will review the remaining Administration policies. Please see the memo in the packet that summarizes the changes to each policy. Depending on requested revisions, Trustees may choose to approve some or all of the policies at this meeting or decide to wait until the May meeting.
5. **SEI Filing.** The deadline for filing your Statement of Economic Interests with Cook County is Thursday, May 1, 2025. You should have received an email with filing instructions; please notify staff if you did not receive it or need any assistance.
6. **National Library Week Proclamation.** Thanks to Mary Anne Benden who accepted the National Library Week proclamation at the April 2 Village Board meeting at 7:00 p.m. The *Journal & Topics* ran a short article in the April 6 edition and included Trustee Benden's remarks, "I'd like to highlight that on March 14, 2025, there was an executive order issued, calling for the elimination of certain agencies, one of which is the Institute of Museum and Library Services," said Mount Prospect Public Library Trustee Mary Anne Benden. "This year, that institute awarded the Illinois State Library \$5.7 million, the sixth largest of all the states. Those funds provide grant money and a variety of resources to libraries across the state. The loss of those funds would be heartbreaking."
7. **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

Mount Prospect Public Library  
Board of Trustees

**Resolution Honoring  
Library Trustee Rosemary Groenwald**

WHEREAS, Rosemary Groenwald has dedicated over 30 years of service to the Mount Prospect Public Library as a valued staff member, contributing to the growth and enrichment of the library; and

WHEREAS, she further extended her commitment to the library and the residents of Mount Prospect by serving as a Library Trustee for four years, providing thoughtful leadership, guidance, and advocacy for the library's mission and vision; and

WHEREAS, through her dedication, professionalism, and passion for literacy, education, and public service, Rosemary has positively impacted the lives of library patrons, staff, and community members; and

WHEREAS, her contributions have helped maintain the Mount Prospect Public Library as a vibrant and welcoming institution that fosters lifelong learning, access to information, and community connection; and

NOW, THEREFORE, BE IT RESOLVED, that the Mount Prospect Public Library Board of Trustees, on behalf of the residents of Mount Prospect, expresses its deep gratitude to Rosemary Groenwald for her years of service and commitment; and

BE IT FURTHER RESOLVED, that this resolution be entered into the official records of the Mount Prospect Public Library and a copy be presented to Rosemary Groenwald in recognition of her contributions.

Adopted this 17th day of April 2025 by the Mount Prospect Public Library Board of Trustees.

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Marie Bass, President  
Mount Prospect Public Library  
Board of Trustees

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

1. Call to Order

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

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan

Absent: None

Staff Present: Sally Battle, Anne Belden, Jo Broszczak, Malachi Kohlwey, Su Reynders, Steph Wolferman, Suzanne Yazel

Visitors: None

3. Public Comment

There was no public comment.

4. President's Report

President Bass reported she will be sending the board self-evaluation form to the Trustees to complete. The survey results will be discussed at the April Regular Board meeting.

Trustee Rosemary Groenwald announced her resignation from the Board stating that the May board meeting would be her last. She expressed her heartfelt enjoyment in serving on the Board of Trustees during her tenure.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of February 20, 2025
- b. February 2025 Bills and Financial Reports
- c. Approve Library Closing on Friday, May 9, 2025 for Staff In-Service Day

Motion was made by Trustee Haas 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.

6. Youth Programming Overview

Youth Department Head Steph Wolferman and Youth Programming Librarian Sally Battle gave a presentation highlighting programming for children and families. They shared that removing registration for certain programs allowed greater participation.

Trustee Bass extended her gratitude to the youth staff for their enthusiasm and energy in creating engaging programs for the community.

7. Approve and Release November 21, 2024 Closed Session Minutes

Motion was made by Trustee Fulk and seconded by Trustee Haas to approve and release the closed minutes of November 21, 2024 and to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees as presented. Voice vote carried.

8. Review and Approve Bylaws, Ethics and Conflict of Interest, and Public Comment Policies

Trustees reviewed the requested changes to the Bylaws made at the prior meeting.

Motion was made by Trustee Benden and seconded by Trustee O'Sullivan to approve the Bylaws, Ethics and Conflict of Interest, and Public Comment Policies as presented. Voice vote carried.

9. Review Gift and Donation Policy

Trustees reviewed the Gift and Donation Policy, noting that it was last updated in 2023.

Motion was made by Trustee Groenwald and seconded by Trustee Gilligan to approve the Gift and Donation Policy as presented. Voice vote carried.

10. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and the strategic plan and answered questions. She also presented the timeline and next steps for Project B Second Floor Renovation.

Trustees discussed the recent Executive Order regarding the Institute of Museum and Library Services (IMLS), the primary federal agency dedicated to library funding. The Trustees approved the posting of a public statement on the library website.

11. Trustee Reports and Comments

Trustee Sylvia Fulk attended the February 24 Foundation Board meeting and reported that the Board discussed the upcoming Mini Golf fundraiser.

12. Upcoming Meetings and Events Calendar

- a. March 24 – Foundation Board Meeting – Marie Bass
- b. April 2, 7:00 p.m. – National Library Week Proclamation at Village Board Meeting
- c. April 3, 6:00 p.m. – Committee of the Whole Meeting – canceled
- d. April 17, 6:00 p.m. – Regular Board Meeting
  - i. First Quarter Financial Review

e. No Foundation Board Meeting held in April

13. Adjournment

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

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Rosemary Groenwald, Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

#### Fund Balances as of March 31, 2025

Library General Fund	9,523,703.57
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,740,318.42
Debt Service Fund	0.00
Gift Fund	567,814.65

<b>Total All Funds</b>	<b>\$ 17,947,882.90</b>
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#### Disbursements March 2025

<b>\$ 698,069.03</b>
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#### Financial Summary

##### Fund Balances

Library General Fund	\$ 9,523,703.57
Annual Operating Budget 2025	\$ 11,413,210.00
General Fund - Months in Reserve	10.0
General Fund - Percent in Reserve	83.4%

##### YTD Spending Summary

- \* We're on target with spending, and our YTD percentage expended is 23.9%
- \* Last year at this time, we had expended 21.6%

##### Levy Collection

- \* To date, 49.02% of the total Tax revenue has been collected



# Mount Prospect Public Library

## Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 03/31/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
<b>Revenues</b>						
Property Taxes	\$3,833,142.26	\$0.00	\$0.00	\$0.00	\$0.00	\$3,833,142.26
Interest Income	\$22,807.48	\$0.00	\$21,835.04	\$0.00	\$0.00	\$44,642.52
Miscellaneous Fees	\$1,801.73	\$0.00	\$0.00	\$0.00	\$0.00	\$1,801.73
Friends Reimbursement	\$2,935.94	\$0.00	\$0.00	\$0.00	\$0.00	\$2,935.94
Foundation Reimbursement	\$1,192.44	\$0.00	\$0.00	\$0.00	\$0.00	\$1,192.44
Miscellaneous Income	\$25.19	\$0.00	\$0.00	\$0.00	\$0.00	\$25.19
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$48.06	\$48.06
<b>Total Revenues</b>	<b>\$3,861,905.04</b>	<b>\$0.00</b>	<b>\$21,835.04</b>	<b>\$0.00</b>	<b>\$48.06</b>	<b>\$3,883,788.14</b>
<b>Expenses</b>						
Salaries & Benefits	\$563,605.17	\$0.00	\$0.00	\$0.00	\$0.00	\$563,605.17
Management Expense	\$17,060.21	\$0.00	\$0.00	\$0.00	\$0.00	\$17,060.21
Operating Expense	\$11,174.94	\$0.00	\$0.00	\$0.00	\$800.00	\$11,974.94
Building Expense	\$38,419.50	\$0.00	\$0.00	\$0.00	\$0.00	\$38,419.50
Library Materials	\$105,395.19	\$0.00	\$0.00	\$0.00	\$0.00	\$105,395.19
Reimbursable Expense	\$4,124.87	\$0.00	\$0.00	\$0.00	\$0.00	\$4,124.87
Capital Outlay	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00
<b>Total Expenses</b>	<b>\$739,779.88</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$800.00</b>	<b>\$755,579.88</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$6,401,578.41</b>	<b>\$2,116,046.26</b>	<b>\$5,733,483.38</b>	<b>\$0.00</b>	<b>\$568,566.59</b>	<b>\$14,819,674.64</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$3,122,125.16</b>	<b>\$0.00</b>	<b>\$6,835.04</b>	<b>\$0.00</b>	<b>(\$751.94)</b>	<b>\$3,128,208.26</b>
<b>ENDING FUND BALANCE</b>	<b>\$9,523,703.57</b>	<b>\$2,116,046.26</b>	<b>\$5,740,318.42</b>	<b>\$0.00</b>	<b>\$567,814.65</b>	<b>\$17,947,882.90</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 03/31/2025

	<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>
<b>Library Fund</b>						
Property Taxes	\$3,833,142.26	\$5,465,307.27	\$11,150,060.00	\$5,684,752.73	49.02%	50.98%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$22,807.48	\$54,241.56	\$100,000.00	\$45,758.44	54.24%	45.76%
Fees	\$1,779.73	\$5,290.41	\$18,250.00	\$12,959.59	28.99%	71.01%
For Sale Items	\$22.00	\$130.75	\$400.00	\$269.25	32.69%	67.31%
Miscellaneous Income	\$25.19	\$27.69	\$0.00	(\$27.69)	0.00%	0.00%
Friends Reimbursement	\$2,935.94	\$3,278.90	\$44,400.00	\$41,121.10	7.38%	92.62%
Foundation Reimbursement	\$1,192.44	\$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	<u>\$3,861,905.04</u>	<u>\$5,531,797.37</u>	<u>\$11,408,210.00</u>	<u>\$5,876,412.63</u>	<u>48.49%</u>	<u>51.51%</u>
<b><u>Working Cash Fund</u></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	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>	<u>0.00%</u>
<b><u>Capital Projects Fund</u></b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$21,835.04	\$78,330.43	\$0.00	(\$78,330.43)	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	<u>\$21,835.04</u>	<u>\$78,330.43</u>	<u>\$0.00</u>	<u>(\$78,330.43)</u>	<u>0.00%</u>	<u>0.00%</u>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 03/31/2025

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

# Mount Prospect Public Library

## Expense Report

For the Period Ended 03/31/2025

<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	\$497,956.40	\$1,428,071.92	\$6,065,713.00	\$4,637,641.08	23.54%	76.46%
IMRF	\$30,000.76	\$86,503.32	\$365,463.00	\$278,959.68	23.67%	76.33%
MC/FICA	\$35,648.01	\$103,189.57	\$461,583.00	\$358,393.43	22.36%	77.64%
Medical Insurance	\$0.00	\$128,974.54	\$795,000.00	\$666,025.46	16.22%	83.78%
Life Insurance	\$0.00	\$298.40	\$3,000.00	\$2,701.60	9.95%	90.05%
Unemployment Compensation Tax	\$0.00	\$237.65	\$7,000.00	\$6,762.35	3.40%	96.61%
Total Salaries & Benefits	\$563,605.17	\$1,747,275.40	\$7,697,759.00	\$5,950,483.60	22.70%	77.30%
Management Expenses						
Audit	\$0.00	\$0.00	\$6,600.00	\$6,600.00	0.00%	100.00%
Legal Fees	\$0.00	\$675.00	\$10,000.00	\$9,325.00	6.75%	93.25%
Printing	\$1,210.78	\$28,132.24	\$100,000.00	\$71,867.76	28.13%	71.87%
Marketing	\$3,496.18	\$9,188.99	\$100,800.00	\$91,611.01	9.12%	90.88%
Professional Dues	\$200.00	\$1,848.00	\$14,500.00	\$12,652.00	12.74%	87.26%
Board Development	\$466.00	\$616.00	\$3,100.00	\$2,484.00	19.87%	80.13%
Human Resources	\$11,127.44	\$34,472.25	\$174,400.00	\$139,927.75	19.77%	80.23%
Other Operating	\$559.81	\$5,309.87	\$42,655.00	\$37,345.13	12.45%	87.55%
Total Management Expenses	\$17,060.21	\$80,242.35	\$452,055.00	\$371,812.65	17.75%	82.25%
Operating Expenses						
Telecommunications	\$4,103.00	\$9,276.81	\$34,900.00	\$25,623.19	26.58%	73.42%
Insurance	\$0.00	\$102,295.90	\$105,000.00	\$2,704.10	97.42%	2.58%
Office Supplies	\$2,052.87	\$5,729.67	\$30,050.00	\$24,320.33	19.07%	80.93%
Library Supplies	\$670.97	\$2,121.65	\$25,500.00	\$23,378.35	8.32%	91.68%
Postage	\$411.26	\$6,935.46	\$34,000.00	\$27,064.54	20.40%	79.60%
Contract Services	\$861.50	\$30,908.63	\$118,600.00	\$87,691.37	26.06%	73.94%
Software	\$3,075.34	\$44,314.77	\$141,375.00	\$97,060.23	31.35%	68.65%
Total Operating Expenses	\$11,174.94	\$201,582.89	\$489,425.00	\$287,842.11	41.19%	58.81%

# Mount Prospect Public Library

## Expense Report

For the Period Ended 03/31/2025

	<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	\$16,020.75	\$33,501.49	\$156,710.00	\$123,208.51	21.38%	78.62%
Hardware & System Maintenance	\$1,337.49	\$76,422.15	\$148,525.00	\$72,102.85	51.45%	48.55%
Janitorial	\$9,636.13	\$22,042.24	\$79,300.00	\$57,257.76	27.80%	72.20%
Equipment	\$6,381.65	\$52,918.05	\$192,220.00	\$139,301.95	27.53%	72.47%
Utilities	\$5,043.48	\$18,019.68	\$47,951.00	\$29,931.32	37.58%	62.42%
Total Building Expenses	<u>\$38,419.50</u>	<u>\$202,903.61</u>	<u>\$624,706.00</u>	<u>\$421,802.39</u>	<u>32.48%</u>	<u>67.52%</u>
Services and Resources						
Adult Print	\$16,694.81	\$48,743.34	\$256,800.00	\$208,056.66	18.98%	81.02%
Adult AV	\$2,421.40	\$6,041.30	\$33,400.00	\$27,358.70	18.09%	81.91%
Youth Print	\$9,432.88	\$26,785.73	\$177,800.00	\$151,014.27	15.07%	84.93%
Youth AV	\$643.32	\$5,121.09	\$24,000.00	\$18,878.91	21.34%	78.66%
Magazines	\$1,546.29	\$9,648.61	\$18,600.00	\$8,951.39	51.87%	48.13%
Electronic Resources	\$5,162.01	\$42,514.45	\$190,000.00	\$147,485.55	22.38%	77.62%
Digital Media	\$37,498.94	\$90,567.11	\$338,065.00	\$247,497.89	26.79%	73.21%
E-Learning	\$15,165.00	\$27,600.89	\$50,000.00	\$22,399.11	55.20%	44.80%
Library of Things	\$2,236.97	\$16,424.07	\$75,000.00	\$58,575.93	21.90%	78.10%
Microform	\$668.20	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$8,990.96	\$11,808.88	\$28,000.00	\$16,191.12	42.17%	57.83%
Programs	\$4,934.41	\$11,519.41	\$101,300.00	\$89,780.59	11.37%	88.63%
Total Services and Resources	<u>\$105,395.19</u>	<u>\$297,443.08</u>	<u>\$1,293,665.00</u>	<u>\$996,221.92</u>	<u>22.99%</u>	<u>77.01%</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	\$607.88	\$3,393.59	\$11,200.00	\$7,806.41	30.30%	69.70%
Friends Expenses	\$3,516.99	\$8,778.14	\$44,400.00	\$35,621.86	19.77%	80.23%
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>\$4,124.87</u>	<u>\$12,171.73</u>	<u>\$55,600.00</u>	<u>\$43,428.27</u>	<u>21.89%</u>	<u>78.11%</u>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 03/31/2025

		<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		\$739,779.88	\$2,541,619.06	\$11,413,210.00	\$8,871,590.94	22.27%	77.73%
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	\$20,000.00	\$250,000.00	\$230,000.00	8.00%	92.00%
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	\$20,000.00	\$250,000.00	\$230,000.00	8.00%	92.00%
<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	\$800.00	\$5,670.00	\$50,000.00	\$44,330.00	11.34%	88.66%
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		\$800.00	\$5,670.00	\$50,000.00	\$44,330.00	11.34%	88.66%

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/02/2025	ZOOM	\$208.00
03/02/2025	CC-MEALS	\$37.00
03/02/2025	CC-MEALS	\$23.94
03/02/2025	CC-LODGING	\$322.56
03/02/2025	USPS	\$16.94
03/02/2025	DISCOUNT SCHOOL SUPP	\$138.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	AMAZON	\$2.99
03/02/2025	DISNEY	\$29.99
03/02/2025	NETFLIX	\$17.99
03/02/2025	AURORA TRAINING ADVA	\$598.00
03/02/2025	META PLATFORMS TECHN	\$1.00
03/02/2025	STICKERGiant.COM INC	\$250.00
03/03/2025	JOHNSON CONTROLS	\$285.00
03/03/2025	ICMA RETIREMENT TRUS	\$6562.80
03/03/2025	AMAZON	\$8.99
03/03/2025	AMAZON	\$8.99
03/03/2025	AMAZON	\$8.99
03/03/2025	AMAZON	\$8.99
03/03/2025	AMAZON	\$2.99
03/03/2025	THE NEW YORK TIMES	\$184.80
03/04/2025	AMAZON	\$8.99
03/04/2025	AMAZON	\$8.99
03/04/2025	AMAZON	\$8.99
03/04/2025	AMAZON	\$8.99
03/04/2025	APPLE.COM	\$99.00
03/04/2025	NETFLIX	\$17.99
03/04/2025	NETFLIX	\$17.99
03/04/2025	NETFLIX	\$17.99
03/04/2025	NETFLIX	\$17.99

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/04/2025	AMAZON	\$55.54
03/05/2025	MICROSOFT	\$6.60
03/05/2025	MICROSOFT	\$44.00
03/05/2025	AMAZON	\$8.99
03/05/2025	AMAZON	\$8.99
03/05/2025	AMAZON	\$69.95
03/05/2025	AMERICAN LIBRARY AS	\$117.00
03/05/2025	AMAZON	\$8.99
03/05/2025	BARRONS	\$29.99
03/05/2025	CHICAGO SUN TIMES	\$39.86
03/06/2025	USPS	\$5.94
03/06/2025	AMAZON	\$340.00
03/06/2025	AMAZON	\$30.86
03/07/2025	BAKER & TAYLOR, INC.	\$5039.10
03/07/2025	BANNERVILLE USA	\$465.00
03/07/2025	BIBLIOTHECA, LLC	\$468.00
03/07/2025	BLACKBAUD INC.	\$2337.98
03/07/2025	COOPERATIVE COMPUTER	\$19359.08
03/07/2025	CRYSTAL MAINTENANCE	\$7030.00
03/07/2025	FAMBRO MANAGEMENT LL	\$280.00
03/07/2025	GAYLORD BROTHERS INC	\$64.35
03/07/2025	HR SOURCE	\$1750.00
03/07/2025	IMAGE SYSTEMS & BUSI	\$5037.60
03/07/2025	INGRAM	\$2054.36
03/07/2025	JOHN F. LYNN	\$300.00
03/07/2025	OVERDRIVE, INC.	\$10210.58
03/07/2025	PLAYAWAY PRODUCTS LL	\$63.74
03/07/2025	PRAIRIE STAR PRODUCT	\$325.00
03/07/2025	SIRSI CORPORATION	\$60524.26
03/07/2025	SMILE MAKERS	\$251.23
03/07/2025	STATE GRAPHICS	\$530.78
03/07/2025	SUPERIOR INDUSTRIAL	\$398.05
03/07/2025	TEE JAY SERVICE COMP	\$450.00
03/07/2025	VILLAGE OF MOUNT PRO	\$8844.32
03/07/2025	W. W. GRAINGER, INC.	\$498.20
03/07/2025	WAREHOUSE DIRECT	\$288.58
03/07/2025	AMAZON	\$19.98
03/07/2025	AMAZON	\$39.96



**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/07/2025	AMAZON	\$47.94
03/07/2025	NETFLIX	\$17.99
03/07/2025	NETFLIX	\$17.99
03/07/2025	NETFLIX	\$17.99
03/07/2025	FUTURE PUBLISHING	\$8.75
03/09/2025	AMAZON	\$36.33
03/09/2025	AMAZON	\$2.99
03/09/2025	DISNEY	\$29.99
03/09/2025	NETFLIX	\$17.99
03/09/2025	USPS	\$6.07
03/09/2025	WALMART	\$20.62
03/10/2025	AT&T	\$109.61
03/10/2025	AT&T	\$749.28
03/10/2025	AMAZON	\$8.99
03/11/2025	THE HOME DEPOT	\$123.65
03/11/2025	CONSTELLATION NEW EN	\$5613.64
03/11/2025	FREEPIK	\$144.00
03/11/2025	AMAZON	\$69.64
03/11/2025	AMAZON	\$7.99
03/11/2025	AMAZON	\$92.21
03/11/2025	GORDON FOOD SERVICE	\$179.35
03/11/2025	PADDLE.COM MARKET LT	\$272.80
03/12/2025	SHELL OIL COMPANY	\$33.94
03/12/2025	AMAZON	\$8.99
03/12/2025	USPS	\$4.52
03/12/2025	ALA	\$275.00
03/12/2025	MARIANO'S	\$24.32
03/12/2025	NATIONAL GEOGRAPHIC.	\$39.00
03/12/2025	AMAZON	\$50.52
03/12/2025	WALL STREET JOURNAL	\$64.99
03/13/2025	REPUBLIC SERVICES #5	\$317.30
03/13/2025	NETFLIX	\$17.99
03/13/2025	NETFLIX	\$17.99
03/13/2025	NETFLIX	\$17.99
03/13/2025	NETFLIX	\$17.99
03/13/2025	LANDS' END	\$57.91
03/13/2025	KD MARKET	\$22.40
03/13/2025	ORIENTAL TRADING	\$113.91

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/13/2025	BON APPETIT	\$79.99
03/14/2025	Payroll 2025-0314	\$154297.95
03/14/2025	Payroll 2025-0314	\$58351.66
03/14/2025	AMERICAN LANDSCAPING	\$760.00
03/14/2025	ANDERSON LOCK CO. LT	\$97.46
03/14/2025	BAKER & TAYLOR, INC.	\$3787.75
03/14/2025	BANNERVILLE USA	\$250.00
03/14/2025	BLACKBAUD INC.	\$8294.62
03/14/2025	CINTAS #22	\$169.41
03/14/2025	DEMCO	\$140.46
03/14/2025	DYMAXION RESEARCH, L	\$127.68
03/14/2025	F.E.MORAN, INC. FIRE	\$1310.00
03/14/2025	GENSERVE LLC	\$642.29
03/14/2025	HR SOURCE	\$2950.00
03/14/2025	ILLINOIS DEPARTMENT	\$1067.60
03/14/2025	INGRAM	\$1379.59
03/14/2025	MENARDS	\$83.14
03/14/2025	MIDWEST TAPE	\$24.99
03/14/2025	NPN360	\$14708.47
03/14/2025	OVERDRIVE, INC.	\$7675.13
03/14/2025	PLAYAWAY PRODUCTS LL	\$2515.50
03/14/2025	POSTMASTER	\$350.00
03/14/2025	ROSA M ZILINSKAS	\$240.00
03/14/2025	W. W. GRAINGER, INC.	\$478.32
03/14/2025	WAREHOUSE DIRECT	\$914.77
03/14/2025	EMPLOYEE BENEFITS CO	\$1418.39
03/14/2025	AMAZON	\$8.99
03/14/2025	AMAZON	\$2.99
03/14/2025	AMAZON	\$4.99
03/14/2025	DISNEY	\$29.99
03/14/2025	EMERSON'S ALE HOUSE	\$40.48
03/14/2025	DISPLAYS2GO	\$2356.17
03/14/2025	STICKER MULE	\$554.50
03/14/2025	COSTCO	\$15.96
03/14/2025	THE ECONOMIST	\$319.00
03/14/2025	AMERICAN LIBRARY AS	\$55.00
03/14/2025	CHESS HOUSE	\$210.80
03/14/2025	AMAZON	\$49.47

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/16/2025	APPLE.COM	\$9.99
03/16/2025	AMAZON	\$124.72
03/16/2025	AMAZON	\$84.83
03/16/2025	AMAZON	\$128.38
03/16/2025	KHEPRI KITCHEN+ COFF	\$60.12
03/16/2025	BANK SUPPLIES	\$163.82
03/16/2025	AMAZON	\$2.99
03/16/2025	METRA	\$11.00
03/16/2025	AMAZON	\$75.45
03/16/2025	AMAZON	\$60.35
03/16/2025	AMAZON	\$69.49
03/16/2025	AMAZON	\$51.66
03/16/2025	AMAZON	\$50.68
03/17/2025	ICMA RETIREMENT TRUS	\$6579.12
03/17/2025	CC-AIRFARE	\$339.96
03/17/2025	CC-AIRFARE	\$22.70
03/17/2025	JIMMY JOHNS	\$93.71
03/17/2025	AMAZON	\$8.99
03/17/2025	AMAZON	\$8.99
03/17/2025	AMAZON	\$2.99
03/17/2025	APPLE.COM	\$99.00
03/17/2025	APPLE.COM	\$99.00
03/17/2025	AMAZON	\$41.81
03/18/2025	AMAZON	\$7.32
03/18/2025	AMAZON	\$24.99
03/18/2025	AMAZON	\$9.99
03/18/2025	AMAZON	\$119.52
03/19/2025	OFFICE DEPOT	\$1059.98
03/19/2025	USPS	\$7.42
03/19/2025	AMERICAN LIBRARY AS	\$275.00
03/19/2025	AMAZON	\$72.34
03/20/2025	PET BENEFIT SOLUTION	\$60.50
03/20/2025	COMCAST BUSINESS	\$237.40
03/20/2025	DISNEY	\$29.99
03/20/2025	DISNEY	\$29.99
03/20/2025	AMAZON	\$61.57
03/20/2025	AMAZON	\$67.96
03/20/2025	AMAZON	\$233.76

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/20/2025	AQUENT LLC	\$466.00
03/21/2025	ACCURATE EMPLOYMENT	\$155.14
03/21/2025	AUTOMATIC DOORS, INC	\$1567.50
03/21/2025	BAKER & TAYLOR, INC.	\$3435.37
03/21/2025	CALM.COM, INC.	\$3965.62
03/21/2025	CINTAS #22	\$169.41
03/21/2025	COMPLETE TEMPERATURE	\$1493.50
03/21/2025	CRYSTAL MAINTENANCE	\$3515.00
03/21/2025	IMAGE SYSTEMS & BUSI	\$15238.42
03/21/2025	INGRAM	\$931.57
03/21/2025	KANOPY, INC.	\$859.00
03/21/2025	LAUREN ERICKSON	\$500.00
03/21/2025	MIDWEST TAPE	\$5812.15
03/21/2025	OLD TOWN SCHOOL OF F	\$700.00
03/21/2025	STAPLES BUSINESS ADV	\$486.61
03/21/2025	THOMSON REUTERS - WE	\$1333.54
03/21/2025	TRANE U.S. INC.	\$5033.00
03/21/2025	VERY SMART PEOPLE LL	\$200.00
03/21/2025	VILLAGE OF MOUNT PRO	\$1290.75
03/21/2025	W. W. GRAINGER, INC.	\$305.55
03/21/2025	WAREHOUSE DIRECT	\$273.97
03/21/2025	AMAZON	\$15.38
03/21/2025	AMAZON	\$26.38
03/21/2025	AMAZON	\$182.12
03/21/2025	DISNEY	\$29.99
03/21/2025	DISNEY	\$29.99
03/21/2025	DISNEY	\$29.99
03/21/2025	STATION 34	\$38.00
03/21/2025	AMAZON	\$49.76
03/21/2025	AMAZON	\$110.79
03/23/2025	AMAZON	\$8.99
03/23/2025	DISNEY	\$29.99
03/23/2025	DISNEY	\$29.99
03/23/2025	DISNEY	\$29.99
03/23/2025	DISNEY	\$29.99
03/23/2025	DISNEY	\$29.99
03/23/2025	DISNEY	\$29.99
03/23/2025	DISNEY	\$29.99

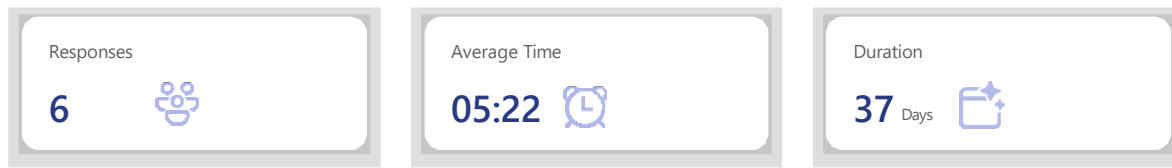
**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/23/2025	DISNEY	\$29.99
03/23/2025	NETFLIX	\$17.99
03/23/2025	NETFLIX	\$17.99
03/23/2025	USPS	\$15.28
03/23/2025	AMAZON	\$200.66
03/23/2025	SPOTIFY	\$19.99
03/23/2025	OpenAI	\$20.00
03/23/2025	CAPUTOS FRESH MARKET	\$1395.00
03/23/2025	ALERT PROTECTIVE INC	\$931.50
03/23/2025	TORTORICE'S PIZZA	\$71.89
03/24/2025	VERIZON WIRELESS	\$439.69
03/24/2025	FINANCIAL TIMES	\$406.00
03/24/2025	AMAZON	\$282.69
03/24/2025	AMAZON	\$121.47
03/24/2025	WURTEC	\$1080.00
03/25/2025	VENTRA	\$166.00
03/25/2025	AMAZON	\$159.99
03/25/2025	USPS	\$5.09
03/25/2025	AMAZON	\$66.93
03/25/2025	NETFLIX	\$17.99
03/26/2025	AFLAC	\$181.92
03/26/2025	ALA	\$142.20
03/26/2025	ILLINOIS LIBRARY AS	\$100.00
03/27/2025	AMAZON	\$167.10
03/27/2025	CALLING POST COMMUNI	\$9.99
03/27/2025	ILA	\$100.00
03/28/2025	Payroll 2025-0328	\$152787.35
03/28/2025	Payroll 2025-0328	\$56622.95
03/28/2025	ILLINOIS LIBRARY AS	\$30.00
03/28/2025	MATTHEW BENDER & CO.	\$320.31
03/28/2025	OVERDRIVE, INC.	\$1230.21
03/28/2025	TALEWISE, LLC	\$500.00
03/28/2025	TRU GREEN-CHEM LAWN	\$460.00
03/28/2025	W. W. GRAINGER, INC.	\$60.76
03/28/2025	WAREHOUSE DIRECT	\$81.77
03/28/2025	ZOOBEAN, INC	\$1884.75
03/28/2025	EMPLOYEE BENEFITS CO	\$1418.39
03/28/2025	CAPUTOS FRESH MARKET	\$15.30

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 03/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
03/28/2025	OWLKIDS	\$32.95
03/28/2025	AMAZON	\$58.32
03/28/2025	WALMART	\$10.18
03/28/2025	AMAZON	\$174.87
03/30/2025	WOMAN'S DAY	\$12.00
03/30/2025	CHICAGO TRIBUNE	\$200.00
03/30/2025	CHICAGO SUN TIMES	\$49.56
03/30/2025	SATURDAY EVENING POS	\$17.00
03/30/2025	AMAZON	\$57.00
03/30/2025	AMAZON	\$52.87
03/30/2025	BAMBU LAB US	\$251.90
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/30/2025	AMAZON	\$2.99
03/31/2025	FRIENDS OF THE MPPL	\$92.10
03/31/2025	ICMA RETIREMENT TRUS	\$5374.33
03/31/2025	EMPLOYEE BENEFITS CO	\$111.95
03/31/2025	AMAZON	\$12.34
03/31/2025	ZOOM	\$208.00
		<hr/>
		\$698069.03
		<hr/>

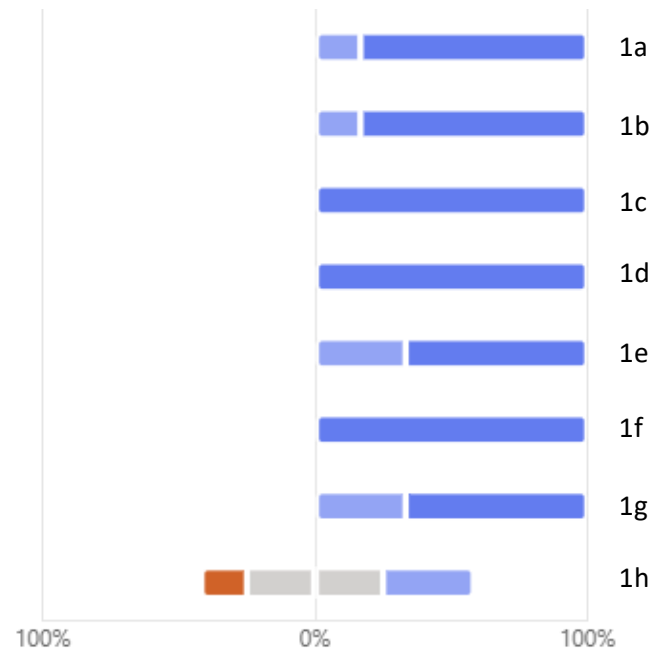
# MPPL Board Self-Evaluation Responses Overview



● Don't Know 
 ● Strongly Disagree 
 ● Disagree 
 ● Agree 
 ● Strongly Agree

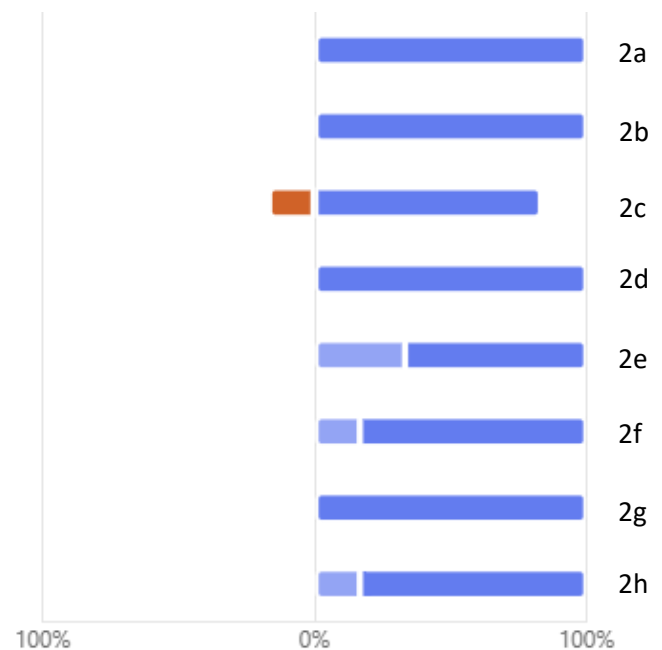
## 1. Knowledge of Goals and Roles

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



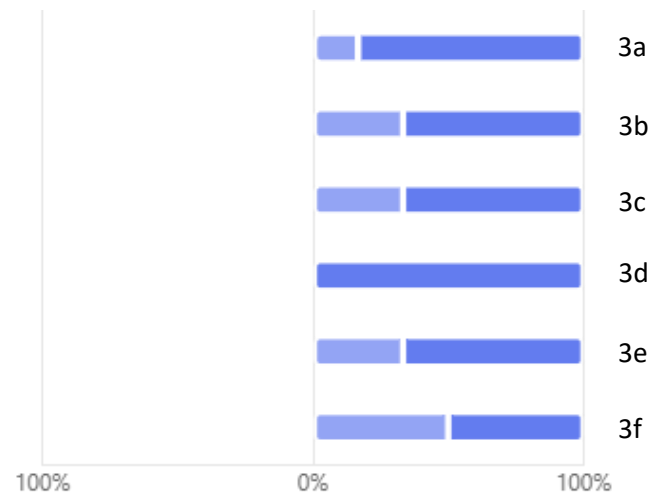
## 2. Meetings

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



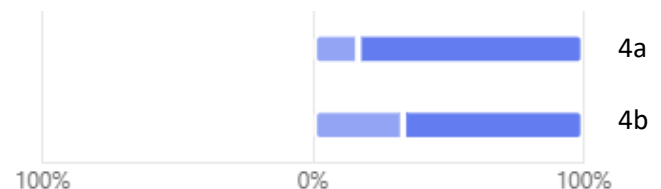
### 3. Communication and Participation

- a) I support the decisions we make as a board, even if I personally disagree.
- b) The quality of communication between board members is effective.
- c) The quality of communication between board members and staff is effective.
- d) I attend board meetings regularly.
- e) I attend Committee meetings regularly.
- f) I participate in community events.



### 4. Governance

- a) The board president provides effective leadership.
- b) The committee system is effective.



### 5. My overall rating of the board's performance is:



### 6. Looking Forward: If you could change three things about how the board operates, what would they be?

- a) I know there's always room for improvement but I cannot think of any specific things I would want to change.
- b) (1) I would love to have our meetings on Monday evenings, but that doesn't seem workable for all. We moved our meetings to 6:00 rather than 7:00 and some members have a hard time getting to the meeting at 6:00 – so we might have to revisit. (2) I wish we had some more diversity on the board and members who represented the population of MP, and we should brainstorm ways to do that. (3) Otherwise, I believe our board works effectively as a group and our communications with each other and staff are very effective.
- c) I am very supportive of the model employed for how meetings are conducted and how board members interact with staff and each other.
- d) (1) The Board would be composed of a greater cross-section of MP residents. (2) Trustees would be limited to serving 3 full terms or no more than 18 years, whichever is greater. (3) More interaction between the Board and library staff.
- e) Without being engaged in the day-to-day management or stepping into operations, I would like more opportunities to brainstorm events/programs/marketing. I would also like more information on what the difference between the Friends and the Foundation is, how they can work together and work with us, etc. Also, we should host at least one meeting at the South Branch per year.



# MEMO – ADMINISTRATION POLICY REVIEW

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: April 17, 2025  
Re: 2025 Policy Review Project and Review of Administration Policies

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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 have included suggested updates for three policies in the “**Administration**” category:

### 1. Patron Privacy Policy

- a. Combined the Privacy and Confidentiality of Patron Information Policy and Record Keeping Policy and removed duplication.
- b. Added a “Purpose” section.
- c. Removed the internal staff and trustee procedures. The staff responsibilities will be relocated to the Employee Handbook/Personnel Policy and the board responsibilities will be incorporated in the trustee orientation process.
- d. Removed unnecessary references to the library’s mission and the ALA Bill of Rights.

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## **2. Volunteer Policy**

- a. Removed references to the “Volunteer” program, which no longer exists under that brand.
- b. Added language to clearly define the relationship between the library and volunteers (not an employment contract).
- c. Added language requiring that volunteers under 18 must have parent/guardian permission.
- d. Simplified the selection criteria.
- e. Added language to specify that active library staff may not perform unpaid work for the library but can volunteer with other organizations such as the Friends or Foundation.

## **3. Fiscal Accountability Policy**

- a. Combined the Capitalization Policy and Guidelines, Credit Card Transaction Policy, Disposal of Surplus Library Property, Financial Policy, Investment Policy, Prevailing Wage Policy, and Travel Expense Policy.
  - b. Added recommended language from our auditor regarding Capitalization Guidelines and outstanding checks.
  - c. Added recommended language from our insurance company regarding vendor verification.
  - d. Added reference to the petty cash account.
  - e. Added the following sections:
    - i. Purpose
    - ii. Scope
    - iii. General
    - iv. Budget and Levy
    - v. Fund Usage
    - vi. Expenditures and Other Financial Transactions
    - vii. Deposits
    - viii. Purchasing/Sale of Goods and Services
    - ix. Staff and Board reimbursements
-

# Patron Privacy Policy

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## I. PURPOSE

- A. The purpose of the Patron Privacy Policy is to affirm the library's commitment to protecting the privacy and confidentiality of our patrons. We are dedicated to ensuring that all personal information, borrowing records, and use of library resources are safeguarded in accordance with applicable laws and ethical standards.

## II. PATRON-IDENTIFIABLE INFORMATION

- A. Patron-identifiable information is defined as information identifying an individual's registration with the library or use of library materials, resources, or services. This includes all records, files, computers, and electronic media that might contain such information.
- B. Patron-identifiable information refers to a wide range of information maintained by the library and includes any information that links a patron to use of Mount Prospect Public Library materials, resources, or services, or the patron's choices, taste, interest, or research. More broadly, patron-identifiable information is any information which:
  - 1. Refers to a patron by any identifiable characteristic (e.g., by name, address, telephone or other contact numbers, email address, identifying numbers such as library card number, driver's license number, or social security number); or
  - 2. Provides, or could be used to determine, any information about a patron's library use.
- C. Patron-identifiable information includes all types of registration and circulation records and anything that contains registration and circulation records, including computers, computer components, disks and other electronic storage media, email, temporary internet files stored in a computer, computer sign-up sheets or other facility use logs, interlibrary loan requests and records, patron hold requests, or librarian notes pertaining to patron requests or assistance, and correspondence with patrons. Even records which do not include a patron's name, but refer to some other identifiable characteristic, such as the patron's library card number, contain patron-identifiable information and are subject to this policy.
- D. Patron-identifiable information does not include statistical records relating to use of the library or its materials and services that cannot be used to identify particular patrons. It also does not include information concerning behavioral issues (as distinguished from registration or circulation information) in the library's records regarding a patron.
- E. The library will treat all patron-identifiable information as confidential. Staff will under no circumstances disclose any patron-identifiable information to the public, the press, or to any government agency, or to the patron's own family members except in accordance with this policy.
- F. The library will not permit anyone access to, or a view of, any non-public computers, files, or records which might contain patron-identifiable information.
- G. The library will consult records with patron-identifiable information only for legitimate purposes related to the library's operations.
- H. Record Keeping
  - 1. The library maintains records in compliance with the laws of the State of Illinois.
  - 2. The library will make all practicable efforts to retain records containing patron-identifiable information only to the extent necessary to preserve library or public property or to fulfill another core library function.

Mount Prospect Public Library  
Patron Privacy Policy

3. To the extent that such records are necessary, the library will strive to make records non- or minimally- patron identifiable.

### III. RELEASE OF PRIVATE PATRON INFORMATION

- A. Personally identifiable information about library users must be kept confidential in accordance with applicable laws, including the Illinois Library Records Confidentiality Act (75 ILCS 70/1-2). The Act provides: “The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless: (1) required to do so under a court order; or (2) the information is requested by a sworn law enforcement officer” for purposes of identifying a suspect, witness or victim of a crime and the officer represents that it is impractical to secure a court order as a result of an emergency where the officer believes that someone is in imminent danger of physical harm.
- B. Patron-identifiable information may not be released or made available in any format to a federal agent, state or local law enforcement officer, or other person unless a court order in proper form has been entered by a court of competent jurisdiction or the exigent circumstances described above are present. Library staff must cooperate with federal, state, and local law enforcement agencies when they are acting within the scope of a lawfully issued court order or acting lawfully as part of an investigation.
- C. The library will generally refuse to disclose any patron-identifiable information without a patron’s permission unless required to do so by a court order, including a warrant, which is properly issued and authorized by a federal or state court.
- D. The library will disclose patron-identifiable information requested by a sworn law enforcement officer in writing using the Officer’s Request for Confidential Library Information Form in emergency situations as described above. Information provided in those circumstances is to be limited to identifying a suspect, witness, or victim of a crime. It excludes any registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library except to the extent necessary for this purpose.
- E. Only the Executive Director, Deputy Director, or designated “Privacy In-Charge” staff are authorized to disclose any patron-identifiable information.

### IV. LIMITED RELEASE EXCEPTIONS

- A. There are several limited exceptions which permit or even require the library to disclose patron-identifiable information.
- B. In addition to the circumstances described above, the Federal Electronic Communications Privacy Act permits the library in certain circumstances to disclose the contents of certain electronic communications, such as email, temporary internet files, and other content transmitted, received, viewed, downloaded, or printed on a library computer. Authorized staff may divulge the contents of electronic communications:
  1. To an addressee or intended recipient of the communication;
  2. In any way consistent with the consent of the originator or an addressee or intended recipient of the communication; or
  3. To a law enforcement agency:
    - i. if the contents were inadvertently obtained by the library and appear to pertain to the commission of a crime; or
    - ii. if the library reasonably believes that an emergency involving immediate danger of death or serious injury to any person requires disclosure of this information without delay.

Mount Prospect Public Library  
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- C. In addition, federal law requires the library to report possible violations of child pornography laws to the Cyber Tip Line at National Center for Missing and Exploited Children. The library's attorney will be consulted prior to filing report. The library is protected from liability for good faith disclosure to the Cyber Tip Line.
- D. If law enforcement asks the library to retain electronic communications in storage (such as on the computer hard drive, disk or other storage medium), it must preserve such communications for at least 90 days following the request, and for an additional 90 days if the request is being renewed. The library will require the appropriate legal process before providing access to preserved communications.

DRAFT

**Revision History**

The Privacy and Confidentiality of Patron Information Policy and the Record Keeping Policy were combined into the Patron Privacy Policy xx/xx/2025. Privacy and Confidentiality of Patron Information Policy: 11/17/2016, 09/2012, 07/20/2010. Record Keeping Policy: 07/2018, 12/2012, 07/2010, 01/01/2008, 2003.

# Volunteer Policy

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## I. Purpose

- A. The purpose of volunteering at the library is to allow community members and the library to work together to provide excellent library services for the residents of Mount Prospect. The purpose of the Volunteer Policy is to provide guidelines for the volunteer program and those who participate in it.
- B. This policy is for internal management guidance only and does not constitute, either implicitly or explicitly, a contractual or personnel agreement.
- C. The library reserves the right to change any part of this policy.

## II. Definition

- A. Volunteers are individuals 12 and older who assist the staff by performing specific tasks for the library without promise, expectation, or receipt of wages, benefits, or compensation of any kind for services rendered. The volunteer offers their assistance freely and without coercion and solely for civic and/or charitable reasons and is not otherwise employed by the library.
- B. The library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library. Volunteers understand that the library may, at any time, for any reason terminate the volunteer's relationship with the library.

## III. Volunteer Guidelines

- A. Applicants who are 18 or older must consent to and successfully pass a criminal background check prior to being offered a volunteer position at the library. The background check will be paid for and coordinated by the library.
- B. Volunteers under 18 must have written permission from a parent or legal guardian before beginning volunteer duties, unless the activity is part of a scheduled program that includes service as a planned component.
- C. In general, volunteers will not perform essential library duties nor displace regular employed workers.
- D. Volunteers are bound by the MPPL Patron Privacy Policy regarding confidentiality.
- E. Volunteers are recognized by the public as representatives of the library and are expected to conduct themselves appropriately, including being respectful to staff, patrons, and other volunteers.
- F. Volunteers are expected to follow dress guidelines, including shoes appropriate to the job, no offensive imagery/language, and a general clean and neat appearance suitable for a family-friendly library.
- G. Volunteers are not library employees, and this policy does not constitute a contract between the library and volunteers. Both the individual and the library have the right to discontinue the individual's service at any time.
- H. Volunteers must record their hours of service.
- I. Volunteers that require a building access card must sign it out and return it at the end of each volunteer shift.
- J. Volunteers who are family members of active library employees may not be placed under the direct supervision of their family member.
- K. Volunteers must complete all required training.
- L. Volunteers must be able to get to and from the library and its event locations on their own.

#### IV. Selection Criteria

- A. Volunteer selection is based upon the needs of the library as well as the qualifications and availability of the prospective volunteer. If there are no suitable opportunities at the time of submission, volunteer applications will be kept on file for one year for potential future service.
- B. Preference will be given to Mount Prospect residents, but residency is not required to volunteer.

#### V. Library Staff

- A. Active library employees may not perform unpaid work for the library. However, employees can volunteer for the Friends of the Mount Prospect Public Library and the Mount Prospect Public Library Foundation as both are separate affiliate groups that operate independently and are governed by their own Boards of Trustees.

#### VI. Other Volunteer Opportunities

- A. Other volunteer opportunities available to Mount Prospect residents include serving on the Library Board, the Mount Prospect Public Library Foundation Board, Friends of the Mount Prospect Public Library Board, assisting the Friends and Foundation Boards with their needs under their direction, and ad hoc advisory boards for Library Board or staff as needed.

#### Revision History

11/30/2018, 06/01/2017, 05/01/2016, 11/01/2015, 12/01/2013, 04/01/2011, 02/01/2011

# Fiscal Accountability Policy

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## I. Purpose

- A. The purpose of the Fiscal Accountability Policy is to provide a framework for the Board of Library Trustees (Board) and staff for the fiscal operations of the library to ensure sound fiscal management and to outline responsibilities for management of the library's public funds.

## II. Scope

- A. This Fiscal Accountability Policy applies to the financial and investment activities of all funds under the direction of the library. This policy also applies to any new funds or temporary funds placed under the direction of the library.

## III. General

- A. The library's financial policies and procedures will be in accordance with Illinois law.
- B. As per 75 ILCS 16/30-45, the library's Treasurer shall be bonded or insured in an amount and with sureties approved by the Board. The cost of the surety bond shall be borne by the library.
- C. The library will maintain financial records in accordance with the Local Records Act (50 ILCS 205).
- D. Roll call action will be taken by the Board on all financial matters where required by law or library policy.
- E. Trustees will comply with the Public Officer Prohibited Activities Act (50 ILCS 105).
- F. All Trustees, the Executive Director, and selected library staff shall file statements of economic interest with the Cook County Clerk as well as with the Village of Mount Prospect.
- G. Fund balances and financial transactions will be reported to the Board for ratification at its regularly scheduled meetings.
- H. As per 50 ILCS 310, an outside audit of all library accounts will be conducted annually and reviewed by the Board in a public meeting.

## IV. Budget and Levy

- A. The library's fiscal year shall be January 1 through December 31.
- B. The total budget by fund will be approved by the Board annually.
- C. As per 75 ILCS 5/4-10, the library shall submit to the Village of Mount Prospect a statement of financial requirements of the library for the ensuing fiscal year for inclusion in the appropriation of the corporate authority no less than 60 days prior to when the tax levy must be certified.

## V. Fund Usage

### A. Library General Fund

1. The Library General Fund, also known as the Operating or Corporate Fund, is unrestricted and is primarily used for the library's general expenses.
2. The library's goal is to maintain an operating reserve at a level equal to 50% to 75% of the annual operating budget (6 to 12 months). General Library Fund balances over the maximum at the end of the fiscal year may be transferred to the Capital Projects Fund with approval from the Board.



Mount Prospect Public Library  
Fiscal Accountability Policy

B. Capital Projects Fund

1. The library maintains a Capital Projects Fund, also known as a Reserve Fund, as per 75 ILCS 5/5-8. This fund is restricted and may be expended on constructing, remodeling, repairing, or improving a library building and grounds as per MPPL Ordinance No. 2020-1 and its amendments.
2. The library will maintain a 10- to 20-year capital improvement plan and incorporate scheduled replacements and/or maintenance in the annual budget.

C. Gift Fund

1. The library maintains a "Gift Fund" which is funded by donations from the community.
2. Acceptance of donations is governed by the library's Gift and Donation Policy.
3. No property tax income is allocated to the Gift Fund.
4. If the library accepts a restricted donation, it will keep track of and spend the donated funds in accordance with the request of the donor.
5. Annual expenditures from the Gift Fund will be identified during the annual budgeting process.

D. Working Cash Fund

1. As per 75 ILCS 5/4-14, the library has created and shall maintain a Working Cash Fund for the sole purpose of enabling the library to have sufficient money to meet demands for ordinary and necessary expenditures.
2. Working Cash Funds are held in reserve to provide for the operations of the library in the event that there is a delay in receiving anticipated levied tax revenue. In such an emergency the funds may be temporarily transferred to the Library General Fund to cover the costs of operations. Once the delayed taxes are collected, the Working Cash Fund must be reimbursed for any expenditures.
3. Interest earned on the fund is transferred to the General Library Fund.

## VI. Expenditures and Other Financial Transactions

- A. Authorized signatories are the Treasurer and Executive Director.
- B. The Executive Director is authorized to approve expenditures and sign contracts, provided that such expenditures are within the limits of the current fiscal year's approved budget.
- C. Board approval is necessary for expenditures that exceed the current fiscal year approved budget.
- D. Under no circumstances may a signatory sign a document for which that signatory is a payee.
- E. A petty cash account is maintained by the library, with no single payment to exceed \$100.
- F. On an annual basis the library shall identify all checks that have been outstanding for more than six (6) months and a journal entry will be done to deposit the funds into the library's unclaimed liability account.
- G. On an annual basis the library will review checks that have been deposited in the unclaimed liability account and send outstanding checks dated three (3) years or older to the State of Illinois, Unclaimed Property Division, per state statute.
- H. On an annual basis, vendors that are regularly used for high value transactions (over \$1,000) will be verified to confirm payment details to prevent payments to compromised vendor accounts.

## VII. Deposits

- A. All revenue received by the library will be deposited to appropriate accounts at least monthly, in accordance with internal control procedures.
- B. Deposits in any one institution may not exceed the FDIC insured amount without a signed collateralization agreement.

## VIII. Purchasing/Sale of Goods and Services

- A. All purchases for goods and services for the library shall be authorized by the Executive Director through established procedures.
- B. For all applicable construction, remodeling, repairing, or improvement projects the Board shall adhere to the competitive bid process as per 75 ILCS 5/5-5 and award the contract to the lowest responsible bidder.
- C. For purchases of services, materials, equipment, or supplies, other than professional services, with a value greater than \$5,000 two or more quotations will be sought when feasible.
- D. The library will dispose of any real or personal property in accordance with 75 ILCS 5/4-16.
- E. Applicable public works projects will adhere to the Illinois Prevailing Wage Act (820 ILCS 130).

## IX. Capitalization Guidelines

- A. The Capitalization Guidelines are established to safeguard assets and to ensure compliance with GASB 34 for governmental financial reporting.
- B. The library capitalizes items according to the following schedule:

Asset	Useful Life (Years)	Capitalization Threshold
Land and inexhaustible land improvements	N/A	\$1
Land improvements	20	\$50,000
Buildings	45	\$50,000
Building Improvements		
HVAC	20	\$50,000
Re-roofing	20	\$50,000
Electrical/Plumbing	30	\$50,000
Carpet Replacement	10	\$50,000
Vehicles	7	\$10,000
Equipment & Fixtures		
Generators	20	\$25,000
Office furniture	20	\$3,000
Office equipment	5	\$3,000
Phone System	10	\$3,000
Library equipment	10	\$3,000
Library materials (physical)	5	\$1

- C. Depreciation is computed using a straight-line method, with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.
- D. Capital assets will be valued at cost or historical costs plus those costs necessary to place the asset in its location (i.e., freight, installation, etc.). In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.
- E. Physical library materials purchases are capitalized on an annual basis using the dollar cost from the physical materials lines of the budget and the library's count of items added in a fiscal year.

Mount Prospect Public Library  
Fiscal Accountability Policy

- F. The library will maintain an inclusive inventory of capital purchases. Asset purchases that fall below the capitalization threshold will not be included in the inventory.

## X. Credit Cards/Accounts

- A. The library may maintain a credit card account for use by the Executive Director and staff in conducting library business. Such business must be documented with receipts to support all purchases.
- B. The library may maintain credit accounts with suppliers to meet regular operating needs, with authorization of the Executive Director.

## XI. Board of Library Trustees Reimbursement

- A. Trustees shall serve without compensation but shall be reimbursed from library funds for their actual and necessary expenses incurred in the performance of their duties as per 75 ILCS 5/4-5.

## XII. Library Staff Reimbursement

- A. Employees will be reimbursed for reasonable authorized expenses incurred by them in the performance of their duties. All such expenses must be approved by the employee's supervisor. Purchases made without the appropriate advance approval will not be considered reimbursable.

## XIII. Travel Expenses

- A. Travel expenses are those ordinary and reasonable travel, meals, and lodging expenses incurred for the authorized and legitimate purposes of the library.
- B. Types of travel expenses eligible for reimbursement include the actual cost of transportation, personal vehicle mileage, lodging, meals, and conference fees.
- C. No expenses for entertainment or alcohol will be reimbursed.
- D. Mileage expenses are based on the IRS standard rate.
- E. Lodging, meals, and incidental expenses are based on the U.S. General Services Administrations per diem rates where appropriate and feasible.
- F. Expense reports must be supported by receipts that document travel expenditures.

## XIV. Investments

- A. Authority
  - 1. All investment policies, procedures, and practices of the library will be in accordance with Illinois law. The general authority of the Board to control and invest public funds is defined in the Illinois Public Funds Investment Act (30 ILCS 30/235).
- B. Management Program, Internal Controls, and Delegation of Authority
  - 1. Responsibility for – and management of – the investment policies, procedures, and practices are delegated to the Board's Treasurer acting under the general oversight and authority of the Board. The Treasurer, and by delegation, the Executive Director are responsible for establishing, implementing, and administering the library's investment program.
  - 2. In addition to the guidelines contained in this policy, the Treasurer shall establish, implement, oversee, and periodically review a system of internal controls and written operational procedures designed to prevent loss, theft, or misuse of funds.

Mount Prospect Public Library  
Fiscal Accountability Policy

C. Prudent Person Standard

1. The standard of care applicable to investment of library funds is the “prudent person” standard of care. Using this standard, investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.
2. When acting in accordance with this standard of care and exercising due diligence, the Treasurer and others authorized to act on their behalf, shall be relieved of personal responsibility for an investment credit risk or market price and value changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

D. Objectives and Guidelines

1. In accordance with the Illinois Sustainable Investing Act (PA 101-0473), material, relevant, and decision-useful sustainability factors have been or are regularly considered by the library, within the bounds of financial and fiduciary prudence, in evaluating investment decisions.
2. It is the Board’s policy to place idle funds in relatively risk-averse assets that will provide the highest return possible while meeting the cash flow demands of the library and conforming to statutes governing the investment of public funds.
3. When selecting financial institutions and investment instruments for library funds, the following general objectives and guidelines should be considered in the order listed:
  - i. Legality and Safety. The primary considerations for library investments are their legality under Illinois law and their safety, the standard for which is the preservation of principal. Investments will be made only in securities guaranteed by the United States Government or in institutions insured by the Federal Deposit Insurance Corporation (FDIC). Accounts in banks or savings and loan institutions will not exceed the amounts insured under FDIC coverage, unless they are adequately collateralized.
  - ii. Liquidity. The types and lengths of investments should be managed to insure that the library is able to meet the cash flow requirements for ongoing operations and capital expenditures.
  - iii. Return on investment. Within the constraints imposed by considerations of legality, safety, and liquidity, every effort should be made to achieve a maximum return on investments. All available funds will either be invested or kept in interest bearing deposit accounts.
  - iv. Simplicity of management. The Treasurer, Executive Director, and other designated administrative staff must be able to manage library investments effectively and efficiently within the time constraints imposed by other responsibilities and the limitations imposed by their respective levels of financial expertise.

E. Investment Instruments

1. Authorized investments will be limited to the instruments listed below:
  - i. Treasury bills, bonds, or other securities issued and guaranteed by the United States Government, its agencies, or instrumentalities.
  - ii. The Illinois Public Treasurer’s Investment Pool.
  - iii. Interest bearing NOW (Negotiable Order of Withdrawal) accounts, time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act; and Certificates of Deposit with federally insured institutions that are collateralized or insured at levels acceptable to the library in excess of the current FDIC coverage limit.

Mount Prospect Public Library  
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- iv. Other investments that are permitted under Illinois law and satisfy the library's investment objectives provided any such investment is specifically approved and authorized in advance by the Board.
  2. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates of which, are insured by the FDIC.
  3. Investment products that are considered to be derivatives are specifically excluded from approved investments.
- F. Diversification
1. It is the library's policy to diversify its investment portfolio in order to minimize the risk of loss resulting from over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Treasurer, with the advice and counsel of the Board's Finance Committee.
  2. The principle of diversification shall be applied in accordance with the following parameters:
    - i. Treasury bills, bonds, or other securities issued and guaranteed by the United States Government, its agencies or instrumentalities – up to 100% of the investment portfolio.
    - ii. The Illinois Public Treasurer's Investment Pool – up to 100% of the investment portfolio.
    - iii. Interest Bearing NOW accounts, time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act – up to 75% of the investment portfolio.
    - iv. Certificates of Deposit with federally insured institutions that are collateralized or insured at levels acceptable to the library in excess of the current FDIC coverage limit – up to 100% of the investment portfolio.
    - v. Other investments that are permitted under Illinois law and satisfy the library's investment objectives, provided any such investment is specifically approved and authorized in advance by the Board – up to 25% of the investment portfolio.
- G. Collateralization and Safekeeping
1. Time deposits in excess of FDIC insurable limits must be secured by collateral or private insurance. Eligible collateral instruments are any investment instruments acceptable under the Illinois Public Funds Investment Act. The collateral must be placed in safekeeping at or before the time the library makes the investment(s).
  2. Third-party safekeeping is required for all collateral. To accomplish this, the securities serving as collateral must be held at one or more of the following locations: [1] a Federal Reserve Bank or its branch office; [2] another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve; [3] an escrow agent of the pledging institution; or [4] the trust department of the issuing bank. Safekeeping will be documented by an approved written agreement that complies with FDIC regulations. Substitution or exchange of collateral held in safekeeping for the library can be approved exclusively by the Treasurer, and only if the market value of the replacement collateral is equal to or greater than that of the collateral being replaced.
- H. Authorized Financial Institutions
1. Financial institutions shall be considered and authorized only by action of the Board, upon recommendation of the Treasurer.
  2. Any financial institution selected by the library shall provide normal banking services, including but not limited to: NOW accounts, wire transfers, and safekeeping services. The library will not keep funds in any financial institution that is not a member of the FDIC.

Mount Prospect Public Library  
Fiscal Accountability Policy

3. Any financial institution selected to be eligible for the library's certificate of deposit purchase program must: [1] provide wire transfer and certificate of deposit safekeeping services; and [2] be a member of the FDIC and be willing to and capable of posting the required collateral or private insurance for funds in excess of FDIC insurable limits.
- I. Financial and Investment Services Providers
  1. Investment advisors, money managers, and similar service providers may be engaged on an as-needed basis by action of the Board or delegation to the Executive Director.
- J. Performance
  1. The Treasurer shall seek to earn a reasonable rate of return on investments consistent with the objectives stated in this policy.
- K. Reporting and Review
  1. Investments, fund balances, and the status of such accounts will be reported at each regularly scheduled Board meeting.
- L. Ethics and Conflicts of Interest
  1. Officers and employees involved in the investment process shall not engage in personal business activity that could conflict with the proper execution and management of this policy, or that could impair their ability to make any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Except as permitted under the Public Officer Prohibited Activities Act, no officer or employee involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the library invests, or the sellers, sponsors, or managers of those investments.

### Revision History

This policy incorporates and replaces the previous Capitalization Policy and Guidelines, Credit Card Transaction Policy, Disposal of Surplus Library Property, Financial Policy, Investment Policy, Prevailing Wage Policy, and Travel Expense Policy. Approved xx/xx/2025.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

March 2025

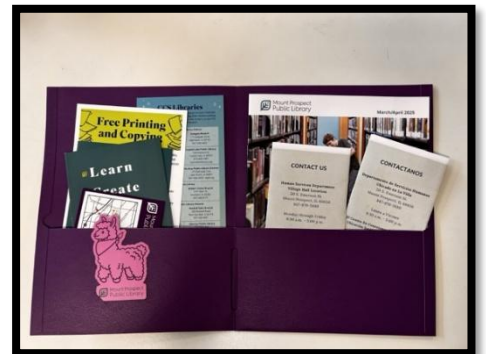
Fiction/AV/Teen

- 1) March was a strong month for program attendance. The “Drop-In Crochet and Knit Group” hit a record high, the “Night Off? Game On!” gaming night tied for highest participation, and the movie screening of *Conclave* drew our largest crowd since 2019.
- 2) This month’s craft programs included “Candle Painting” for adults and “Boba Slime” for teens.
- 3) The timely “Freewheeling in Ireland” program garnered many appreciative patron comments for an engaging presenter.



South Branch & Community Engagement

- 1) We created South Branch informational folders to hand out to patrons who register for new cards. They include much of the same library information that is included in the folders at the Main Library, with the addition of the Human Services brochure in Spanish and English. Our folders are South Branch purple and include a llama sticker, the South Branch mascot.
- 2) We participated in a Coffee with a Cop event at the new Dunkin’ Donuts near the South Branch. This community relations event was hosted by the Mount Prospect Police Department. The library offered giveaways, card registration and donut-themed coloring sheets.
- 3) As part of the Village’s Needs Assessment to evaluate the potential for the expansion of the CCC, several South Branch staff participated in focus groups facilitated by consultants who asked participants to respond to questions about the strengths, challenges, and needs of the community in order to make recommendations for future services and programs.
- 4) We hosted “Spring Bingo” for families with assorted prizes for all ages. For the first time, we used a bingo wheel which livened up the atmosphere. These bingo events are popular with our patrons, and we responded to the demand by offering two sessions.





Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

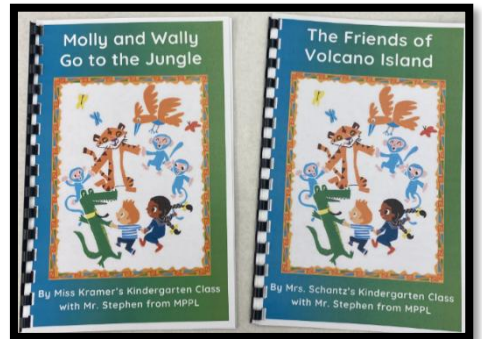
5) There were several noteworthy patron interactions this month:

- a) We assisted a couple with making copies of their foreign birth certificates which they had been unsuccessful in doing at several other locations; they were very pleased and grateful for the assistance.
- b) We helped a patron experiencing difficulties with his Turbo Tax account. He had unsuccessfully tried to contact customer service, and had been to another library, but we were able to resolve the issue. He was so happy he gave Rebeca a high five!
- c) Over the course of several visits, we helped a patron register to receive unemployment benefits.



### Youth Services

- 1) We have been collaborating with District 57 on their Portrait of a Graduate initiative this year. Each month, the district focuses on a different character trait, and we create a display that includes books about or have a character who embodies that trait. In March, D57 focused on the trait of adaptability, and we created a fun display.
- 2) For Outreach this month, we tried a new program called Create A Story. We visited selected kindergarten classes and had them write their own story based on picture prompts. A week later, we printed out the story and gave it to each student to keep. Teachers and students alike loved this program, and teachers mentioned that "kids were still talking about it at dismissal."
- 3) Spring break was a busy week this year. We had around 1,300 attendees take part in a variety of drop-in and registered programs, like the "Minecraft Party" and "Squish, Sculpt, and Squeeze!" We thank the Friends who sponsored select programming over spring break, featuring the Firefly Family Theatre and Old Town School of Folk Music.
- 4) On March 1 we brought in Starr Chief Eagle to showcase the art of Hoop Dancing to the Mount Prospect community. Starr talked about her experience in Hoop Dance competitions and then provided hoops for those in the audience to dance with.





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## Circulation

- 1) We had three staff attend the LACONI program “Keeping Cool Under Pressure,” at Morton Grove Public Library, presented by Martina Matheson. One of the staff members in attendance said it was “a great resource,” and they liked the communal “workshopping” aspect of the program, with attendees working together to brainstorm the best ways to respond to challenging situations.
- 2) We worked closely with Youth in March to conduct collection shifts in the videogame and Parent/Teacher collections, and the shifts were underway by the end of the month. These changes should make browsing easier for patrons and also move some collections to areas where they’ll have a bigger impact on the intended audience.
- 3) Circulation is spending 2025 re-focusing on some of the essential tasks of the department, and in March our focus area was adult print shelving. We kept statistics on the number of carts and items shelved. During the month of March, we spent 92 hours shelving 232 carts containing 12,361 items.
- 4) A patron from a neighboring library complimented our Yoto card selection and availability. They mentioned that their library circulated these items too, but that their selection paled in comparison to what MPPL had available. Yoto cards are used with a Yoto player, a screen free audio player for kids for music and stories.



## Research

- 1) Jim Slusher, managing editor for opinion at the *Daily Herald* and Mount Prospect resident, presented the program “News Media, Truth, and Trust” to 62 attendees. Evaluative feedback was positive (average 4.1 out of 5). Patron comment: “Great to hear from a prominent, long tenured member of local media.”
- 2) We offered an in-person program, “Job Search Strategies for Older Adults” and 17 attended. The speaker presented an interactive session, with lots of questions and audience participation. Typically, we offer career programs virtually, but the in-person format provided an opportunity for attendees to network and connect with others in similar situations.



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- 3) We hosted an Illinois Department of Employment Security (IDES) Job Fair in Meeting Room A. 151 job seekers attended, and 11 employers participated: Sysmex America Inc., Mount Prospect Police Department, D&A Services, Endeavor Health, Chase Technical Staffing, FedEx, Express Employment Professionals, Aramark Healthcare, Business Career Services (BCS), College H.U.N.K.S. Hauling Junk & Moving, and Mount Prospect Park District. IDES reported that many employers were very happy with the turnout and the space, noting MPPL's great location, easy parking and accessibility. IDES requested to plan for another job fair in March of 2026, this time using three meeting rooms and allowing for more employers.



#### Patron Services

- 1) We issued 66 museum passes during the month of March. Spring break accounted for some of this, but the new sign near our desk helped advertise this service as well.
- 2) The Mount Prospect Police Department hosted an Active Shooter Informational Event for the public on March 12 at the library. We worked with Officer Greg Sill to set up and promote the event.
- 3) One of our younger patrons left a comment card that requested Hello Kitty stickers for kids at our desk. The good news for her is, we DO have Hello Kitty stickers at the desk, and they make everyone of all ages happy.



#### Human Resources & Learning

- 1) Number of open positions: 1. Maintenance Technician (PT)
- 2) Number of vacant positions filled: 1. Human Resources Assistant (PT)
- 3) Number of separations: 2
- 4) Staff anniversaries: none

#### Building & Security

- 1) All of the items damaged during the power outage on February 19 have been repaired, including the boiler pump, elevators, and generator. We filed a claim with ComEd and received reimbursement for the repair work.
- 2) We installed a hot water spigot on the second-floor staff workroom to provide greater convenience for employees preparing their coffee and tea.

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### Technical Services

- 1) Technical Services hosted three department orientations in March for new staff as well as staff who wanted an in-depth look at how the department now functions in the newly remodeled space. This year's overview included everything from strict on sale dates to the intricacies of MARC records to the challenges of processing Library of Things items.
- 2) Acquisitions staff continue to battle delays in new releases arriving at the library. This is something all libraries had to contend with in 2024, and the hope was that 2025 would see some improvement. Unfortunately, that has not been the case. In the first three months of this year 167 items had to be cancelled with the original supplier due to the unavailability of the item on the release date, requiring staff to source and reorder the item from another vendor. While this situation has presented some internal challenges, the good news is that the delay for MPPL patrons has been significantly minimized and has gone largely unnoticed by them.

### Information Technology

- 1) The outdated first and second floor maps on our staff intranet were updated using the new floor plans from the recent renovation. Workrooms, desks, offices, program/study rooms, and storage/closets were all labeled with their room numbers.
- 2) On March 28, our alarm system was having issues; IT worked with the alarm company to identify and repair the problem.

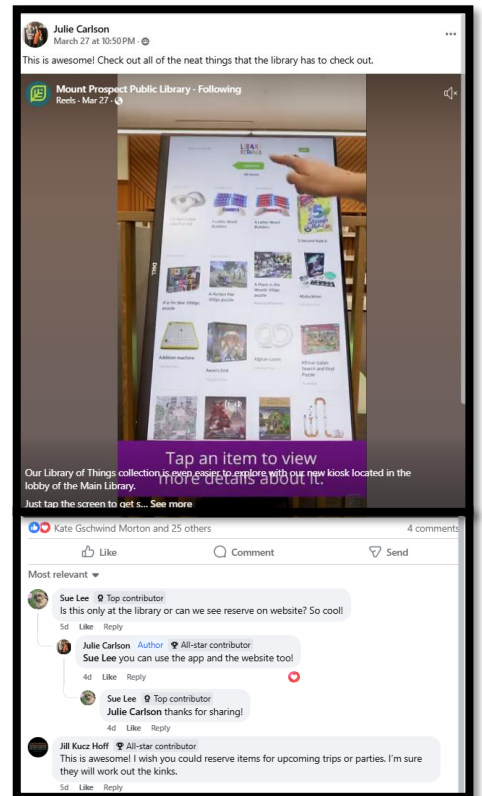
### Marketing

- 1) General Interest eNewsletter: March 7 and 21 emails featured "Freewheeling in Ireland" and "News Media, Truth, and Trust" programs (respectively). Stats: 52% (both) open rate, 2.3% and 12% click rate. The highest clicks were Museum Adventure Pass and Explore More Illinois and Voter Resources – both were listed in the subhead which enticed readers to open the email. Mount Prospect Stories: Helping on the Homefront and Cutting the Cord: Getting the Most out of Streaming Services program recordings were included. Not surprisingly, the Cutting the Cord recording received nearly twice the number of views compared to the average program.
- 2) Parent-Caregiver eNewsletter: March's monthly email featured the Friends sponsored spring break Family Concert, drop-in Minecraft Spring Break parties, and the Eid al-Fitr celebration. Stats: 70% open rate, 5.4% click rate. The highest click was for the "Minecraft Party."
- 3) Business Finance & Career eNewsletter: March's monthly email featured the "IDES Job Fair" and Tax Resources available at the library. Stats: 67% open rate and 8.2% click rate. The highest click was for the "IDES Job Fair."
- 4) Elementary School Teachers eNewsletter: March's monthly email featured the Spring Elementary School Program Guide, spring break programs, and the PebbleGo web resource. Stats: 69% open rate and 2.1% click rate. The highest click was a tie between the program guide and spring program calendar.



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- 5) We posted a short form video explaining how our Library of Things kiosk works, and it got a lot of attention on both Instagram and Facebook. The video was shared a few times, including on the Mount Prospect Neighbors Facebook page where it generated additional engagement.
- 6) We collaborated with the Fiction and Research departments on two mid-sized marketing campaigns: one promoting our new Writers' Group and writing resources, and another focusing on financial literacy through the Manage Your Money initiative. Each campaign included blog content, curated resource lists (featuring books and online courses), and a suite of promotional materials designed to raise awareness and drive engagement with library programs and services.



### Friends of the Mount Prospect Public Library

- 1) Volunteers are working hard to prepare for the May 3-4 sale. Since Easter falls in mid-April this year, the Board decided to schedule the spring sale for the first weekend in May.
- 2) The Friend's Board is working with the Village of Mount Prospect and library staff on additional event banners placement on the corner of Central and Main.

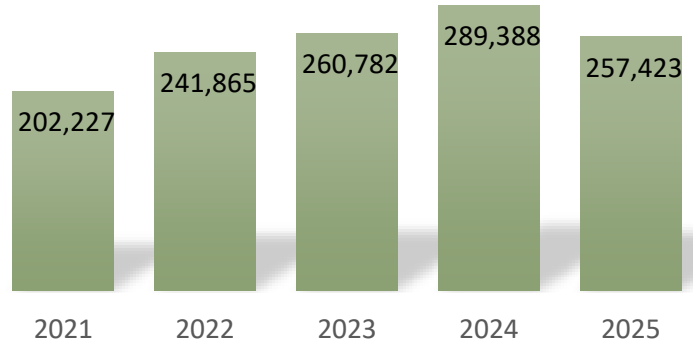
### Mount Prospect Public Library Foundation

- 1) The Board appointed Ahmed Qadir to the Board.
- 2) The 2024 year-end appeals campaign closed on February 28 and received more than \$4,100 from over 45 donors.
- 3) The Mini Golf Fundraiser set a record of 536 participants attending the event. Sponsors included 13 businesses and organizations. Over 40 volunteers contributed by assisting with set up, concessions, coat check, course supervision, and teardown. Community members, both students and adults, along with library staff, all helped to make the event a success.

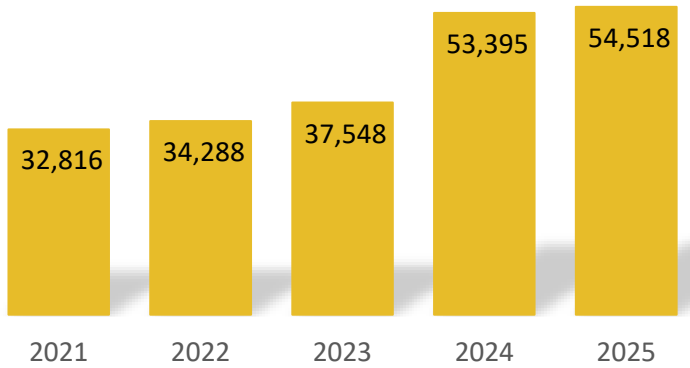


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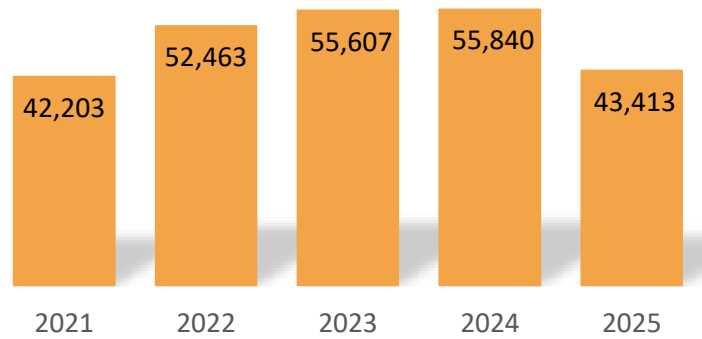
### Overall Circulation YTD



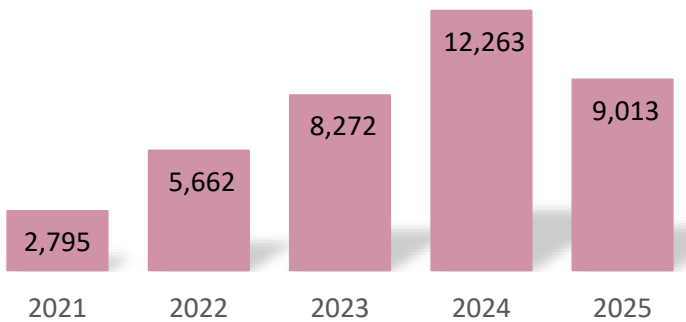
### eMedia Circulation YTD



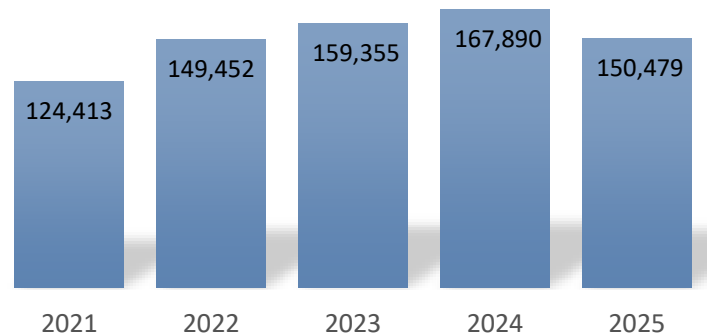
### AV Circulation YTD



### LoT Circulation YTD

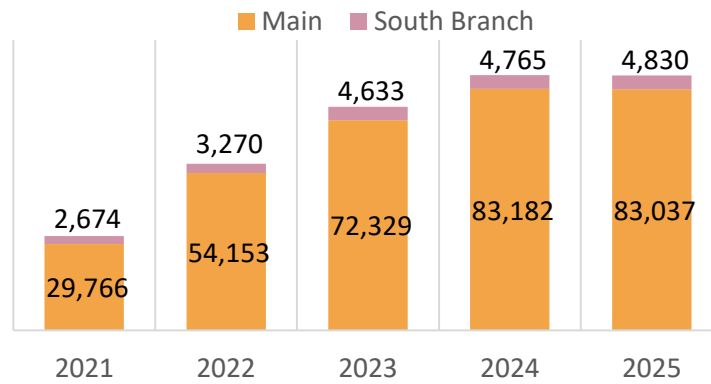


### Book Circulation YTD

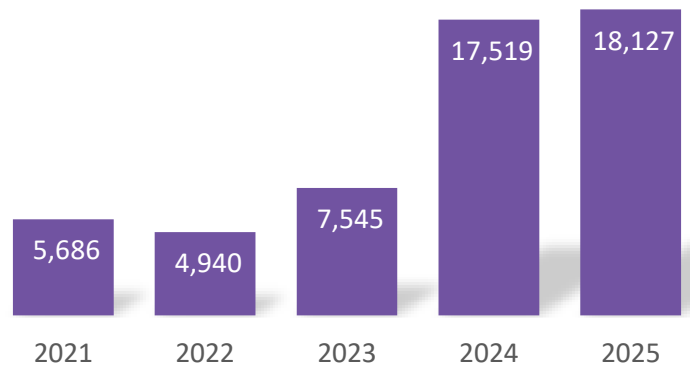


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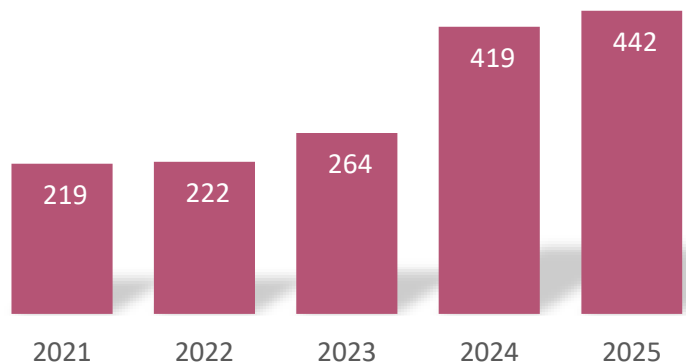
2025 Door Count - YTD



Program Attendance YTD

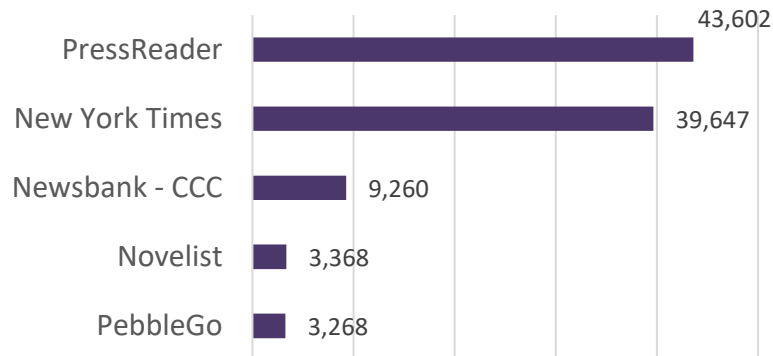


Number of Programs YTD

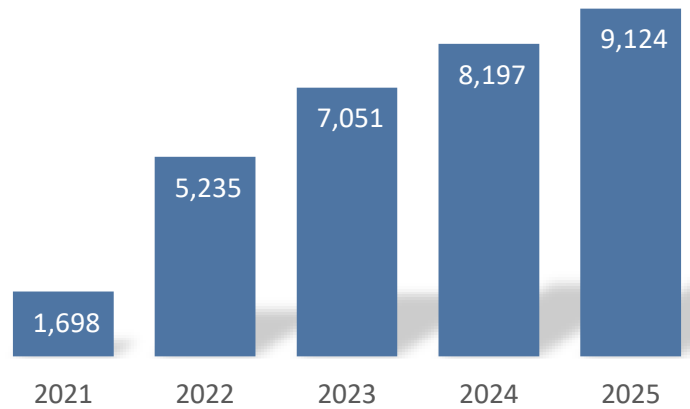


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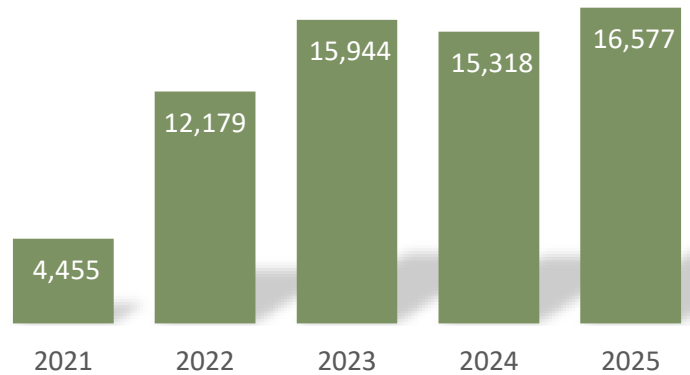
2025 YTD Top 5 Databases



Public Computer Hours Usage YTD

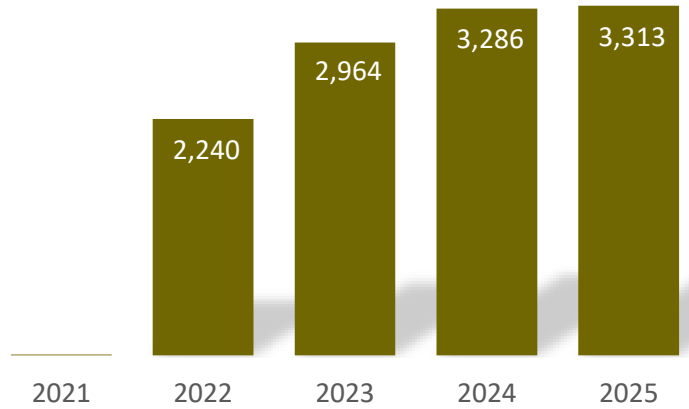


Wireless Unique Users YTD

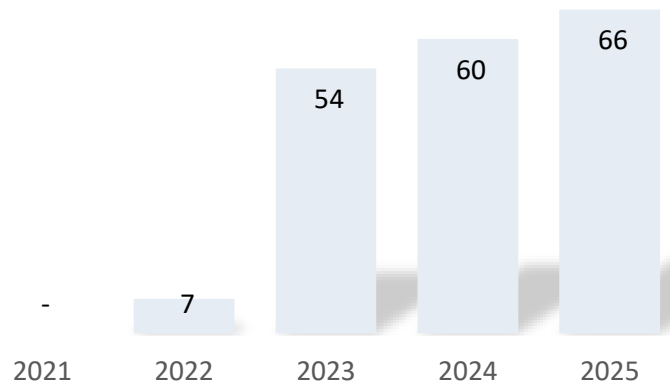


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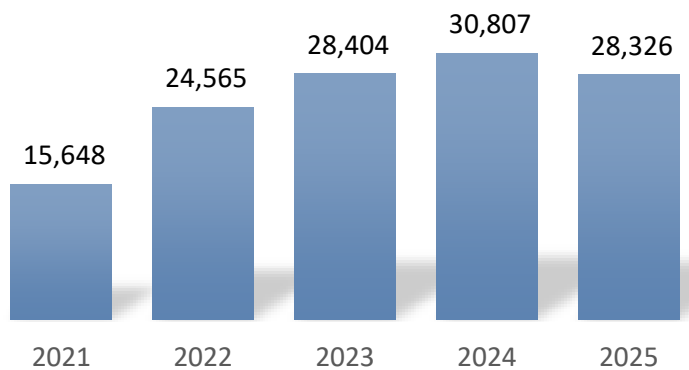
Study Room Usage YTD



Meeting Room Usage by Public YTD



Questions Answered YTD





## Strategic Plan Progress Report

### Items Completed in March 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 sent the schematic design to our construction manager at the end of March for pricing. Once we receive this first set of pricing, we will refine the design to meet our budget.
  - b. We have narrowed down our furniture and carpet selections and will make final decisions once we see the first set of pricing.
  - c. We have identified our cabling needs for security cameras, wireless access points, and PA speakers.
2. **Citizen Services (B1A).** Evaluate providing passports and/or license plate stickers.
  - a. Although our application to become a passport provider was initially denied, we have identified an alternate route of requesting permission and are hoping that we will be approved.
  - b. We are finalizing our new credit card and cash register solutions in preparation of rolling out license plate stickers, with a target go live date of June 2025.
3. **Public Technology Audit (C2A).** Conduct public technology audit to identify opportunities for improvement, ensuring that public technology is comprehensive, up to date, and easy to use.
  - a. We have kicked off the planning portion of this project and have identified the various categories we will investigate. The target date for completion is June 2025.
4. **Adult Programming.** In January 2025 the Board provided input and suggestions regarding adult programming. Programs that respond to the suggestions last month are listed here:
  - a. Mac Studio Orientation 3/8/2025
  - b. Tinkercad Basics (for 3D printing) 3/11/2025
  - c. IDES Job Fair 3/20/2025
  - d. Build a Website 3/27/2025
  - e. News Media, Truth, and Trust 3/25/2025
  - f. Freewheeling in Ireland 3/11/2025
  - g. YouTube recordings posted after the program was held:
    - i. Leverage AI for Career Success (95 views)
    - ii. Cutting the Cord (108 views)
    - iii. News Media, Truth, and Trust (38 views)

## MPPL Strategic Plan Status: March 2025

