

Mount Prospect Public Library

Freedom of Information Act (FOIA) Guide

Filing a FOIA Request

All FOIA requests must be made in writing. When possible, records will be provided electronically if you ask for them in that format. If you do not have reliable access to a computer or printer, you may request printed copies instead.

FOIA Process and Fees

When a request is received, the FOIA Officer records the date and calculates the deadline for responding, then begins processing the request. All documents connected to a request are kept until the request is either fulfilled or denied. The library maintains a record of all FOIA requests and responses in accordance with state record retention requirements.

The first 50 black-and-white pages (letter or legal size) are free; additional pages are \$0.15 each. Color copies are charged at the actual cost of reproduction, and certification of documents costs \$1.00. Records provided in electronic format are free if emailed; if physical storage is requested, you will be charged for the cost of the USB drive.

Mount Prospect Public Library FOIA Officers

All FOIA officers can be contacted at foia@mppl.org:

- Susan Reynders, Executive Director, Lead FOIA Officer
- Anne Belden, Deputy Director
- Malachi Kohlwey, Finance & Facilities Director

FOIA Request Methods

- Mail or in-person delivery to 10 S. Emerson St, Mount Prospect IL 60056
- Email to foia@mppl.org

Categories of Records

- Accounts Payable Records
- *Annual Reports
- *Audits
- *Board Meeting Agendas
- *Board Meeting Minutes
- *Board Packets
- *Budgets
- Contracts
- *Monthly Financial Statements
- *Newsletters
- Ordinances
- *Policies
- Resolutions
- *Strategic Plans

**These records are immediately available for inspection at mppl.org.*

Mount Prospect Public Library Locations

Main Library – 10 S. Emerson Street, Mount Prospect IL 60056

South Branch – 1711 W. Algonquin Road, Mount Prospect IL 60056

Open hours of the above facilities are available at mppl.org

About Mount Prospect Public Library

About the Library

The Mount Prospect Public Library (MPPL) is a village library established under the Illinois Local Library Act. It serves the community of Mount Prospect, Illinois, by providing materials, information, resources, and services to meet the needs of residents. Each year, the library welcomes over 350,000 visitors, circulates more than one million physical and electronic items, and offers over 1,500 programs attended by more than 65,000 people.

The purpose of MPPL is identified through its Mission, Vision, and Core Values:

Mission: Cultivating community connections, inspiring learning, and enriching lives.

Vision: A connected community with opportunities for exploration and growth.

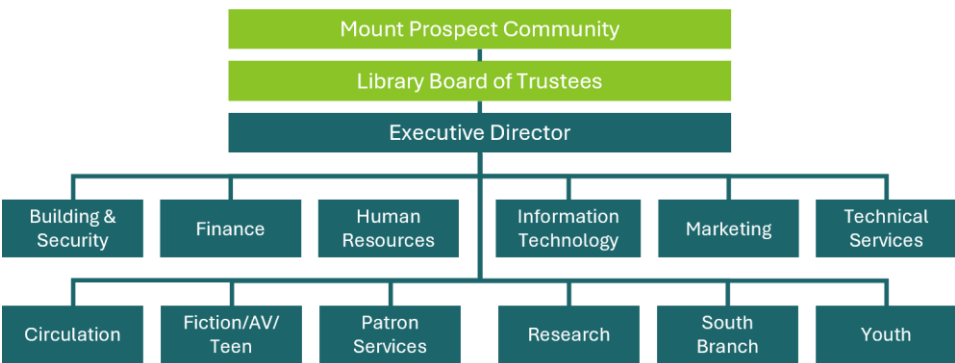
Values: Community Focus • Adaptability • Inclusivity • Welcoming Environment • Accessibility • Learning.

Board of Trustees

MPPL is governed by an elected, unpaid, seven-member board. All trustees may be contacted via email at board@mppl.org. More information is available at mppl.org/about-us/board-of-trustees.

Name	Office	Committees
Marie Bass		Finance, Personnel
Mary Anne Benden	Vice President	Finance, Personnel
Sylvia Fulk		Finance, Personnel
Brian Gilligan	Treasurer	Finance, Personnel
Sylvia Haas	Secretary	Finance, Personnel
Kristine O’Sullivan	President	Finance, Personnel
Andrea Shaeffer		Finance, Personnel

Organization Chart



2026 Budget

Operating Budget: \$11.7M

Capital Budget: \$5.2M



Approximate Number of Employees

