

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

Regular Board Meeting
October 16, 2025, 6:00 p.m.
Youth Program Room 119b

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of September 18, 2025 **(4-6)**
 - b. September 2025 Bills and Financial Reports **(7-22)**
5. **Third Quarter Financial Review** – Malachi Kohlwey, Finance and Facilities Director
6. **Project B Second Floor Renovation Update**
7. **Review/Approve Identity Protection and Video Surveillance Policies (23-26)**
8. **Review Public Library Standards for Per Capita Grant Requirement (27-36)**
9. **Executive Director Report (3)**
 - a. September 2025 Library Activity Report **(37-47)**
 - b. Strategic Plan Update **(48-50)**
10. **Trustee Reports and Comments**
11. **Closed Session**

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

Make determinations resulting from the closed session.
13. **Upcoming Meetings and Events Calendar**
 - a. October – Meet the Board – Sylvia Fulk
 - b. October 18-19 – Friends Book Sale
 - c. October 27 – Foundation Board Meeting – Sylvia Haas
 - d. Tuesday, October 28, 7:00 p.m. – Village First Levy Reading

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

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

- e. November – Meet the Board – Sylvia Haas
- f. November 6, 6:00 p.m. – Joint Boards Dinner
- g. November 7 – Library Closed for Staff In-service Day
- h. November 15 – Friends Holiday Book Sale
- i. Tuesday, November 18, 7:00 p.m. – Village Final Levy Reading
- j. November 20, 6:00 p.m. – Regular Board Meeting
 - i. Approve Project B bids
 - ii. Recognize significant employee and volunteer anniversaries
 - iii. Approve Per Capita Grant application
 - iv. Review of closed meeting minutes and recordings
- k. November 24 – Foundation Board Meeting – Kristine O’Sullivan
- l. December 2, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village

14. Adjournment

Mount Prospect Public Library
Board of Trustees

**Library Director Report
October 16, 2025**

1. **Consent Agenda.** This is agenda item number 4. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **Third Quarter Financial Review.** This is agenda item number 5. Finance and Facilities Director Malachi Kohlwey will present the library's financial standing as of September 30, 2025.
3. **Project B Second Floor Renovation Update.** This is agenda item number 6. We are on track with the project planning and have completed all design phases. We plan to publish bids on October 14, and the bid opening is scheduled for November 5. Our construction manager will recommend bids for approval at the November 20 Regular Board meeting. Assuming all goes well with the bids, we plan to start construction in February and be completed by August/September.

As a result of the renovation, there will be several areas that will be impacted upon completion, including reconfiguration of certain collections, space modifications, and some services. At the meeting we will review the areas affected and discuss the benefits to patrons.

4. **Review/Approve Identity Protection and Video Surveillance Policies.** This is agenda item number 7. This month we will review the Identity Protection and Video Surveillance Policies. Please see the memo in the packet for a summary of the changes.
5. **Review Public Library Standards for Per Capita Grant Requirement.** This is agenda item number 8. Each year we are required to review the Illinois Public Library Standards, which is a requirement to receive our Per Capita Grant (about \$83k annually). We have been using version 4.0 since 2019, and in July 2025 new standards were published.

The biggest change is that there are now three categories, Core, Intermediate, and Advanced. There was only one category in the old standards. For comparison:

- Standards 4.0 (2019): 215 standards; 100% met
- Standards 2025 Core: 116 standards; 96% met
- Standards 2025 Intermediate: 96 standards; 85% met
- Standards 2025 Advanced: 68 standards; 78% met

For the Per Capita application we will need to provide a summary of our planned strategies for the core standards we do not meet. The Illinois State Library has said that these standards "are a guide, not a rigid requirement."

6. **Upcoming Dates to Remember**
 - a. Tuesday October 28, 2025, 7:00 p.m. – Village First Levy Reading
 - b. Thursday, November 6, 2025, 6:00 p.m. – Joint Boards Dinner

**Regular Board Meeting
September 18, 2025
Minutes**

1. Call to Order

Notice of the time of the meeting and agenda having been posted on the library bulletin board and one other public place, forty-eight hours prior to the meeting as required by law, the meeting was called to order at 6:00 p.m. by Kristine O'Sullivan, President.

2. Roll Call

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

Absent: None

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

Visitors: Molly Castor, Stacks Consulting Group, LLC

3. Public Comment

There was no public comment.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of August 21, 2025
- b. Minutes of Finance Committee Meeting of September 4, 2025
- c. August 2025 Bills and Financial Reports

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

5. Marketing Plan Presentation

Molly Castor with Stacks Consulting Group gave a presentation on the library's two year Marketing Plan identifying three target audiences while outlining three strategic goals: (1) Build brand awareness, (2) Promote services, resources and collections more equitably, and (3) Evaluate and optimize marketing effectiveness.

Trustees confirmed that all audiences will still continue to be served, but additional strategies will be put in place for the target audiences, new residents, adults 25-35, and under-engaged users.

6. Approve Resolution No. 2025-4 Certifying the 2026 Appropriation Budget and 2025 Tax Levy, 2026 Working Budget, and 2026 Salary Structure

Trustees noted that the budget and all related documents had been reviewed by the Finance Committee, which recommended approval by the full Board.

Motion was made by Trustee Fulk and seconded by Trustee Gilligan to approve Resolution No. 2025-4 Certifying the 2026 Appropriation Budget and 2025 Tax Levy, the 2026 Working Budget, and the 2026 Salary Structure as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, O'Sullivan, Shaeffer. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

7. Approve 2025 Capital Projects Fund Budget Amendment

Trustees noted that the amendment had been reviewed by the Finance Committee, which recommended approval by the full Board.

Motion was made by Trustee Benden and seconded by Trustee Fulk to approve the 2025 Capital Projects Fund Budget Amendment as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, Haas, O'Sullivan, Shaeffer. NAYS: None. ABSENT: None. ABSTAIN: None. Motion carried.

8. Review/Approve Public Signage and Display Policy and Public Solicitation and Distribution Policy

Trustees reviewed and discussed the Public Signage and Display Policy and the Public Solicitation and Distribution Policy.

Motion was made by Trustee Bass and seconded by Trustee Benden to approve the Public Signage and Display Policy and the Public Solicitation and Distribution Policy as presented. Voice vote carried.

9. Review Executive Director Evaluation Timeline

Trustees reviewed the Executive Director's proposal to shift the evaluation timeline and agreed to adopt a calendar year evaluation. Additional details regarding the timeline will be provided at the November 20, 2025 regular meeting. Accordingly, the October 2, 2025 Personnel Committee meeting will be rescheduled.

10. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and answered questions. She reported that the 2026 Civic Connections event will be held on Monday, February 9, from 4:30 to 6:00 p.m. and will feature a guest speaker.

11. Trustee Reports and Comments

Trustee Fulk reported she will be attending the September 22 Foundation Board meeting.

12. Closed Session

No closed session was held.

13. Upcoming Meetings and Events Calendar

- a. September 22 – Foundation Board Meeting – Sylvia Fulk
- b. October – Meet the Board – Sylvia Fulk
- c. October 16, 6:00 p.m. – Regular Board Meeting
 - i. Third Quarter Financial Review
 - ii. Review Per Capita Grant requirements (Standards 4.0 checklists)
- d. October 18-19 – Friends Book Sale
- e. October 27 – Foundation Board Meeting – Sylvia Haas
- f. Wednesday, November 5, 7:00 p.m. – Village First Levy Reading (tentative)
- g. Thursday, November 6, 6:00 p.m. – Joint Boards Dinner
- h. Tuesday, November 18, 7:00 p.m. – Village Final Levy Reading (tentative)

14. Adjournment

Motion was made by Trustee Benden and seconded by Trustee Fulk to adjourn the Regular Board meeting at 6:55 p.m. Voice vote carried.

Sylvia M. Haas, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of September 30, 2025

Library General Fund	5,068,436.56
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,641,988.42
Debt Service Fund	0.00
Gift Fund	567,266.86
Total All Funds	\$ 13,393,738.10

Disbursements September 2025

\$ 863,470.24

Financial Summary

Fund Balances

Library General Fund	\$	5,068,436.56
Annual Operating Budget 2025	\$	11,413,210.00
General Fund - Months in Reserve		5.3
General Fund - Percent in Reserve		44.4%

YTD Spending Summary

- * We're on target with spending, and our YTD percentage expended is 71.7%
- * Last year at this time, we had expended 71.2%

Levy Collection

- * To date, 52.15% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 09/30/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$8,845.34	\$0.00	\$0.00	\$0.00	\$0.00	\$8,845.34
Interest Income	\$18,791.96	\$0.00	\$21,287.15	\$0.00	\$0.00	\$40,079.11
Miscellaneous Fees	\$2,328.32	\$0.00	\$0.00	\$0.00	\$0.00	\$2,328.32
Friends Reimbursement	\$1,536.56	\$0.00	\$0.00	\$0.00	\$0.00	\$1,536.56
Foundation Reimbursement	\$1,050.84	\$0.00	\$0.00	\$0.00	\$0.00	\$1,050.84
Miscellaneous Income	\$0.10	\$0.00	\$0.00	\$0.00	\$353.57	\$353.67
Total Revenues	\$32,553.12	\$0.00	\$21,287.15	\$0.00	\$353.57	\$54,193.84
Expenses						
Salaries & Benefits	\$607,316.10	\$0.00	\$0.00	\$0.00	\$0.00	\$607,316.10
Management Expense	\$15,434.66	\$0.00	\$0.00	\$0.00	\$0.00	\$15,434.66
Operating Expense	\$25,806.79	\$0.00	\$0.00	\$0.00	\$0.00	\$25,806.79
Building Expense	\$45,717.60	\$0.00	\$0.00	\$0.00	\$0.00	\$45,717.60
Library Materials	\$76,319.12	\$0.00	\$0.00	\$0.00	\$52.99	\$76,372.11
Reimbursable Expense	\$1,168.63	\$0.00	\$0.00	\$0.00	\$0.00	\$1,168.63
Capital Outlay	\$0.00	\$0.00	\$56,113.68	\$0.00	\$0.00	\$56,113.68
Total Expenses	\$771,762.90	\$0.00	\$56,113.68	\$0.00	\$52.99	\$827,929.57
BEGINNING FUND BALANCE	\$5,807,646.34	\$2,116,046.26	\$5,676,814.95	\$0.00	\$566,966.28	\$14,167,473.83
NET SURPLUS/(DEFICIT)	(\$739,209.78)	\$0.00	(\$34,826.53)	\$0.00	\$300.58	(\$773,735.73)
ENDING FUND BALANCE	\$5,068,436.56	\$2,116,046.26	\$5,641,988.42	\$0.00	\$567,266.86	\$13,393,738.10

Mount Prospect Public Library

Revenue Report

For the Period Ended 09/30/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	\$8,845.34	\$5,814,804.83	\$11,150,060.00	\$5,335,255.17	52.15%	47.85%
Illinois Per Capita Grant	\$0.00	\$83,856.70	\$83,900.00	\$43.30	99.95%	0.05%
Interest Income	\$18,791.96	\$178,002.61	\$100,000.00	(\$78,002.61)	178.00%	(78.00%)
Fees	\$2,268.82	\$18,072.68	\$18,250.00	\$177.32	99.03%	0.97%
For Sale Items	\$59.50	\$346.25	\$400.00	\$53.75	86.56%	13.44%
Miscellaneous Income	\$0.10	\$7,468.34	\$0.00	(\$7,468.34)	0.00%	0.00%
Friends Reimbursement	\$1,536.56	\$26,079.63	\$44,400.00	\$18,320.37	58.74%	41.26%
Foundation Reimbursement	\$1,050.84	\$8,456.36	\$11,200.00	\$2,743.64	75.50%	24.50%
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	\$32,553.12	\$6,137,087.40	\$11,408,210.00	\$5,271,122.60	53.80%	46.20%
Working Cash Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Capital Projects Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$21,287.15	\$208,542.51	\$0.00	(\$208,542.51)	0.00%	0.00%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Projects Fund	\$21,287.15	\$208,542.51	\$0.00	(\$208,542.51)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 09/30/2025

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$353.57	\$473.14	\$5,000.00	\$4,526.86	9.46%	90.54%
Donations	\$0.00	\$945.64	\$0.00	(\$945.64)	0.00%	0.00%
Total Gift Fund	\$353.57	\$1,418.78	\$5,000.00	\$3,581.22	28.38%	71.62%

Mount Prospect Public Library

Expense Report

For the Period Ended 09/30/2025

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$478,267.40	\$4,369,077.59	\$6,065,713.00	\$1,696,635.41	72.03%	27.97%
IMRF	\$28,824.10	\$263,596.86	\$365,463.00	\$101,866.14	72.13%	27.87%
MC/FICA	\$33,808.52	\$314,556.66	\$461,583.00	\$147,026.34	68.15%	31.85%
Medical Insurance	\$66,261.63	\$601,338.66	\$795,000.00	\$193,661.34	75.64%	24.36%
Life Insurance	\$154.45	\$1,362.75	\$3,000.00	\$1,637.25	45.43%	54.58%
Unemployment Compensation Tax	\$0.00	\$6,186.50	\$7,000.00	\$813.50	88.38%	11.62%
Total Salaries & Benefits	\$607,316.10	\$5,556,119.02	\$7,697,759.00	\$2,141,639.98	72.18%	27.82%
Management Expenses						
Audit	\$0.00	\$5,800.00	\$6,600.00	\$800.00	87.88%	12.12%
Legal Fees	\$4,570.40	\$12,694.15	\$10,000.00	(\$2,694.15)	126.94%	(26.94%)
Printing	\$745.51	\$74,262.90	\$100,000.00	\$25,737.10	74.26%	25.74%
Marketing	\$799.50	\$56,451.53	\$100,800.00	\$44,348.47	56.00%	44.00%
Professional Dues	\$430.00	\$9,235.00	\$14,500.00	\$5,265.00	63.69%	36.31%
Board Development	\$0.00	\$1,463.35	\$3,100.00	\$1,636.65	47.20%	52.80%
Human Resources	\$8,606.14	\$101,218.99	\$174,400.00	\$73,181.01	58.04%	41.96%
Other Operating	\$283.11	\$11,281.85	\$42,655.00	\$31,373.15	26.45%	73.55%
Total Management Expenses	\$15,434.66	\$272,407.77	\$452,055.00	\$179,647.23	60.26%	39.74%
Operating Expenses						
Telecommunications	\$5,735.64	\$41,443.35	\$34,900.00	(\$6,543.35)	118.75%	(18.75%)
Insurance	\$0.00	\$101,247.90	\$105,000.00	\$3,752.10	96.43%	3.57%
Office Supplies	\$1,214.64	\$16,265.39	\$30,050.00	\$13,784.61	54.13%	45.87%
Library Supplies	\$690.34	\$13,025.99	\$25,500.00	\$12,474.01	51.08%	48.92%
Postage	\$242.21	\$18,585.00	\$34,000.00	\$15,415.00	54.66%	45.34%
Contract Services	\$7,808.16	\$107,133.02	\$118,600.00	\$11,466.98	90.33%	9.67%
Software	\$10,115.80	\$91,177.61	\$141,375.00	\$50,197.39	64.49%	35.51%
Total Operating Expenses	\$25,806.79	\$388,878.26	\$489,425.00	\$100,546.74	79.46%	20.54%

Mount Prospect Public Library

Expense Report

For the Period Ended 09/30/2025

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Building Expenses						
Building Maintenance	\$24,302.86	\$152,769.70	\$156,710.00	\$3,940.30	97.49%	2.51%
Hardware & System Maintenance	\$4,002.11	\$146,323.55	\$148,525.00	\$2,201.45	98.52%	1.48%
Janitorial	\$6,442.24	\$56,257.81	\$79,300.00	\$23,042.19	70.94%	29.06%
Equipment	\$8,079.88	\$101,825.99	\$192,220.00	\$90,394.01	52.97%	47.03%
Utilities	\$2,890.51	\$35,826.31	\$47,951.00	\$12,124.69	74.71%	25.29%
Total Building Expenses	<u>\$45,717.60</u>	<u>\$493,003.36</u>	<u>\$624,706.00</u>	<u>\$131,702.64</u>	<u>78.92%</u>	<u>21.08%</u>
Services and Resources						
Adult Print	\$9,585.20	\$135,961.12	\$256,800.00	\$120,838.88	52.94%	47.06%
Adult AV	\$2,149.46	\$19,885.96	\$33,400.00	\$13,514.04	59.54%	40.46%
Youth Print	\$8,754.62	\$92,780.53	\$177,800.00	\$85,019.47	52.18%	47.82%
Youth AV	\$1,119.58	\$15,138.17	\$24,000.00	\$8,861.83	63.08%	36.92%
Magazines	\$3,465.16	\$17,874.03	\$18,600.00	\$725.97	96.10%	3.90%
Electronic Resources	\$9,232.26	\$112,495.71	\$190,000.00	\$77,504.29	59.21%	40.79%
Digital Media	\$24,106.69	\$277,085.15	\$338,065.00	\$60,979.85	81.96%	18.04%
E-Learning	\$0.00	\$42,792.19	\$50,000.00	\$7,207.81	85.58%	14.42%
Library of Things	\$3,945.02	\$54,307.58	\$75,000.00	\$20,692.42	72.41%	27.59%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$7,920.92	\$29,636.70	\$28,000.00	(\$1,636.70)	105.85%	(5.85%)
Programs	\$6,040.21	\$64,842.99	\$101,300.00	\$36,457.01	64.01%	35.99%
Total Services and Resources	<u>\$76,319.12</u>	<u>\$863,468.33</u>	<u>\$1,293,665.00</u>	<u>\$430,196.67</u>	<u>66.75%</u>	<u>33.25%</u>
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
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	\$597.96	\$8,427.12	\$11,200.00	\$2,772.88	75.24%	24.76%
Friends Expenses	\$570.67	\$28,272.96	\$44,400.00	\$16,127.04	63.68%	36.32%
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>\$1,168.63</u>	<u>\$36,700.08</u>	<u>\$55,600.00</u>	<u>\$18,899.92</u>	<u>66.01%</u>	<u>33.99%</u>

Mount Prospect Public Library

Expense Report

For the Period Ended 09/30/2025

		<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Total Library Fund		\$771,762.90	\$7,610,576.82	\$11,413,210.00	\$3,802,633.18	66.68%	33.32%
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%
<u>Capital Project Fund</u>							
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	\$56,113.68	\$248,542.08	\$250,000.00	\$1,457.92	99.42%	0.58%
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		\$56,113.68	\$248,542.08	\$250,000.00	\$1,457.92	99.42%	0.58%
<u>Gift Fund</u>							
300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$0.00	\$7,457.05	\$50,000.00	\$42,542.95	14.91%	85.09%
300-7060-99	Circulating Materials	\$52.99	\$87.98	\$0.00	(\$87.98)	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		\$52.99	\$7,545.03	\$50,000.00	\$42,454.97	15.09%	84.91%

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/01/2025	AMAZON	\$183.01
09/02/2025	JOHNSON CONTROLS SEC	\$237.00
09/02/2025	ICMA RETIREMENT TRUS	\$5738.60
09/02/2025	AMAZON	\$8.99
09/02/2025	AMAZON	\$8.99
09/02/2025	AMAZON	\$2.99
09/02/2025	DISNEY	\$29.99
09/02/2025	NETFLIX	\$17.99
09/02/2025	AMAZON	\$201.76
09/02/2025	AMAZON	\$34.48
09/02/2025	AMAZON	\$241.70
09/03/2025	WOODFOREST ACCEPTANC	\$15.16
09/03/2025	AMAZON	\$344.70
09/03/2025	LANDS' END	\$41.91
09/03/2025	AMAZON	\$8.99
09/03/2025	AMAZON	\$8.99
09/03/2025	AMAZON	\$32.32
09/03/2025	AMAZON	\$38.98
09/03/2025	AMAZON	\$37.06
09/03/2025	MINIORANGE	\$559.00
09/04/2025	AMAZON	\$2496.34
09/04/2025	AMAZON	\$99.00
09/04/2025	AMAZON	\$45.52
09/04/2025	AMAZON	\$1724.25
09/04/2025	AMAZON	\$29.99
09/04/2025	AMAZON	\$8.99
09/04/2025	AMAZON	\$8.99
09/04/2025	AMAZON	\$8.99
09/04/2025	AMAZON	\$8.99
09/04/2025	NETFLIX	\$17.99
09/04/2025	NETFLIX	\$17.99
09/04/2025	NETFLIX	\$17.99
09/04/2025	NETFLIX	\$17.99
09/04/2025	AMAZON	\$36.98
09/04/2025	AMAZON	\$19.99
09/04/2025	VOXTELESYS INC	\$81.86
09/04/2025	MRS P & ME	\$160.75
09/04/2025	PC GAMER	\$8.75

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/04/2025	ILLINOIS LIBRARY AS	\$350.00
09/05/2025	AMAZON	\$8173.11
09/05/2025	AMERICAN LANDSCAPING	\$640.00
09/05/2025	BAKER & TAYLOR, INC.	\$7040.30
09/05/2025	COOPERATIVE COMPUTER	\$40102.93
09/05/2025	ELIZABETH COLIN	\$1000.00
09/05/2025	FAMBRO MANAGEMENT	\$280.00
09/05/2025	G&G CATERING TRUCK	\$70.00
09/05/2025	IMAGE SYSTEMS & BUSI	\$5205.64
09/05/2025	INGRAM	\$5821.55
09/05/2025	MENARDS	\$89.76
09/05/2025	MIDWEST TAPE	\$9.99
09/05/2025	MOUNT PROSPECT PAINT	\$59.99
09/05/2025	OVERDRIVE, INC.	\$11425.77
09/05/2025	PLAYAWAY PRODUCTS	\$1276.94
09/05/2025	PROSPECT HIGH SCHOOL	\$350.00
09/05/2025	STEPHANIE JOHANSON	\$1000.00
09/05/2025	THE KOREA DAILY	\$300.00
09/05/2025	TODAY'S BUSINESS SOL	\$3420.00
09/05/2025	TRU GREEN-CHEM LAWN	\$93.64
09/05/2025	VARIETY VENDORS	\$101.00
09/05/2025	WAREHOUSE DIRECT	\$522.00
09/05/2025	AMAZON	\$903.82
09/05/2025	AMAZON	\$8.99
09/05/2025	AMAZON	\$8.99
09/05/2025	AMAZON	\$8.99
09/05/2025	PREMIER SHOWCASE	\$20.00
09/05/2025	DOLLAR TREE	\$88.50
09/05/2025	USPS	\$38.66
09/05/2025	MICROSOFT	\$44.00
09/05/2025	UPRINTING	\$120.42
09/07/2025	AMAZON	\$35.97
09/07/2025	AMAZON	\$8.99
09/07/2025	NETFLIX	\$17.99
09/07/2025	NETFLIX	\$17.99
09/07/2025	NETFLIX	\$17.99
09/07/2025	AMAZON	\$79.73
09/07/2025	AMAZON	\$51.37

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/07/2025	AMAZON	\$28.01
09/07/2025	CHICAGO TRIBUNE	\$200.00
09/08/2025	AT&T	\$2346.38
09/08/2025	AT&T	\$764.53
09/09/2025	AMAZON	\$2.99
09/09/2025	DISNEY	\$29.99
09/09/2025	NETFLIX	\$17.99
09/09/2025	CHICAGO TRIBUNE	\$600.00
09/09/2025	DAILY HERALD	\$2200.60
09/09/2025	LIBRARYWORKS INC	\$49.00
09/10/2025	REPUBLIC SERVICES #5	\$317.30
09/10/2025	WALMART	\$2.23
09/10/2025	COSTCO	\$9.99
09/10/2025	AMAZON	\$8.99
09/10/2025	AMAZON	\$31.75
09/10/2025	USPS	\$62.17
09/10/2025	ILLINOIS LIBRARY AS	\$275.00
09/11/2025	UPRINTING	\$252.47
09/11/2025	WPENGINE INC	\$249.00
09/11/2025	AMAZON	\$15.64
09/11/2025	ILLINOIS LIBRARY AS	\$275.00
09/11/2025	JEWEL OSCO	\$15.98
09/11/2025	Library Furniture In	\$257.75
09/11/2025	HOME LIFE, INC	\$17.95
09/12/2025	Payroll 2025-0912	\$151306.72
09/12/2025	Payroll 2025-0912	\$56644.94
09/12/2025	BAKER & TAYLOR, INC.	\$2772.41
09/12/2025	BANNERVILLE USA	\$535.00
09/12/2025	CAVENDISH SQUARE	\$186.03
09/12/2025	CHILDREN'S PLUS INC.	\$33.72
09/12/2025	DEMCO	\$50.68
09/12/2025	INGRAM	\$2095.91
09/12/2025	NPN360	\$14710.69
09/12/2025	PLAYAWAY PRODUCTS	\$300.85
09/12/2025	ROSA M ZILINSKAS	\$300.00
09/12/2025	W. W. GRAINGER, INC.	\$105.05
09/12/2025	EMPLOYEE BENEFITS CO	\$1468.39
09/12/2025	UPRINTING	\$346.64

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/12/2025	PUBLISH PRESS	\$83.85
09/12/2025	DELL MARKETING L.P.	\$2559.20
09/12/2025	LANDS' END	\$36.85
09/12/2025	ILLINOIS LIBRARY AS	\$275.00
09/12/2025	CC-LODGING	\$186.67
09/14/2025	AMAZON	\$99.73
09/14/2025	AMAZON	\$705.00
09/14/2025	MOBILE BEACON	\$120.00
09/14/2025	FIVE BELOW	\$30.00
09/14/2025	KHEPRI KITCHEN+ COFF	\$25.58
09/14/2025	QUICKBASE	\$4752.04
09/14/2025	AMAZON	\$8.99
09/14/2025	AMAZON	\$2.99
09/14/2025	AMAZON	\$5.99
09/14/2025	DISNEY	\$29.99
09/14/2025	NETFLIX	\$17.99
09/14/2025	NETFLIX	\$17.99
09/14/2025	NETFLIX	\$17.99
09/14/2025	NETFLIX	\$17.99
09/14/2025	AMAZON	\$12.35
09/14/2025	AMAZON	\$95.86
09/14/2025	USPS	\$39.89
09/14/2025	USPS	\$13.81
09/14/2025	AMAZON	\$29.26
09/14/2025	AMAZON	\$26.40
09/14/2025	AMAZON	\$11.98
09/14/2025	MICHAELS STORES	\$36.90
09/14/2025	WALMART	\$449.00
09/14/2025	KHEPRI KITCHEN+ COFF	\$146.64
09/14/2025	AMAZON	\$53.32
09/14/2025	AMAZON	\$104.93
09/15/2025	ICMA RETIREMENT TRUS	\$5999.64
09/16/2025	COSTCO	\$28.58
09/16/2025	DELL MARKETING L.P.	\$1111.92
09/16/2025	SECURE ENTERTAINMENT	\$134.94
09/16/2025	LANDS' END	\$63.75
09/16/2025	AMAZON	\$2.99
09/16/2025	APPLE.COM	\$9.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/17/2025	LANDS' END	\$97.88
09/17/2025	AMAZON	\$8.99
09/17/2025	AMAZON	\$8.99
09/17/2025	AMAZON	\$2.99
09/17/2025	USPS	\$18.81
09/17/2025	BARRONS	\$29.99
09/17/2025	CHICAGO SUN TIMES	\$60.83
09/18/2025	SHELL OIL COMPANY	\$36.37
09/18/2025	PET BENEFIT SOLUTION	\$60.50
09/18/2025	AQUENT LLC	\$329.00
09/18/2025	NOTHING BUNDT CAKES	\$70.98
09/18/2025	USPS	\$16.72
09/18/2025	AMAZON	\$8.99
09/18/2025	AMAZON	\$54.89
09/18/2025	AMAZON	\$18.59
09/19/2025	ACCESS ONE INC	\$4.54
09/19/2025	BAKER & TAYLOR, INC.	\$768.09
09/19/2025	BUSSE AUTOMOTIVE	\$135.53
09/19/2025	EBSCO INFORMATION SE	\$6638.00
09/19/2025	FORTÉ	\$2175.14
09/19/2025	GAMBINO LANDSCAPING	\$85.00
09/19/2025	ILLINOIS DEPARTMENT	\$1067.60
09/19/2025	IMAGE SYSTEMS & BUSI	\$371.78
09/19/2025	INGRAM	\$2538.86
09/19/2025	KANOPY, INC.	\$840.00
09/19/2025	MATTHEW BENDER & CO.	\$320.31
09/19/2025	MIDWEST TAPE	\$7025.11
09/19/2025	OTIS ELEVATOR COMPAN	\$9858.72
09/19/2025	OVERDRIVE, INC.	\$554.95
09/19/2025	STACKMAP INC.	\$3689.00
09/19/2025	STAPLES BUSINESS ADV	\$571.76
09/19/2025	TERMINIX COMMERCIAL	\$121.71
09/19/2025	THE FURNITURE SHOP	\$3201.41
09/19/2025	W. W. GRAINGER, INC.	\$2.00
09/19/2025	WAREHOUSE DIRECT	\$319.11
09/19/2025	LUMI STUDIO & SHOPPE	\$100.00
09/19/2025	LUNA BLUES LLC	\$600.00
09/19/2025	AMAZON	\$47.97

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/19/2025	AMAZON	\$184.99
09/19/2025	AMERICAN LIBRARY AS	\$215.00
09/19/2025	AMAZON	\$37.08
09/19/2025	AMAZON	\$12.14
09/19/2025	USPS	\$6.53
09/19/2025	THE POLISH BOOKSTORE	\$528.17
09/19/2025	AMAZON	\$49.86
09/19/2025	AMAZON	\$26.99
09/19/2025	OpenAI	\$20.00
09/19/2025	AMAZON	\$69.00
09/19/2025	AMAZON	\$24.95
09/19/2025	AMAZON	\$69.00
09/21/2025	HBO	\$29.99
09/21/2025	HBO	\$29.99
09/21/2025	HBO	\$29.99
09/21/2025	HBO	\$29.99
09/21/2025	HBO	\$29.99
09/21/2025	DOLLAR TREE	\$15.25
09/21/2025	JEWEL OSCO	\$22.98
09/21/2025	USPS	\$6.49
09/21/2025	AMAZON	\$39.36
09/21/2025	AMAZON	\$3.96
09/21/2025	AMAZON	\$58.78
09/21/2025	AMAZON	\$47.79
09/21/2025	AMAZON	\$71.32
09/21/2025	ComplianceSigns.com	\$12.64
09/21/2025	STICKERGIANT.COM INC	\$409.50
09/21/2025	AMAZON	\$34.28
09/21/2025	AMAZON	\$19.97
09/22/2025	COMCAST BUSINESS	\$250.00
09/22/2025	AMAZON	\$199.95
09/22/2025	AMAZON	\$53.73
09/22/2025	OpenAI	\$20.00
09/22/2025	HBO	\$29.99
09/22/2025	HBO	\$29.99
09/22/2025	HBO	\$29.99
09/22/2025	HBO	\$29.99
09/22/2025	HBO	\$29.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/22/2025	HBO	\$29.99
09/22/2025	HBO	\$29.99
09/22/2025	HBO	\$29.99
09/22/2025	NETFLIX	\$17.99
09/22/2025	AMAZON	\$22.95
09/23/2025	VERIZON WIRELESS	\$425.40
09/23/2025	AMAZON	\$17.39
09/23/2025	AMAZON	\$23.98
09/23/2025	VISTAPRINT	\$25.98
09/23/2025	AMAZON	\$8.99
09/23/2025	NETFLIX	\$17.99
09/23/2025	SPOTIFY	\$19.99
09/23/2025	USPS	\$6.53
09/23/2025	MARIANO'S	\$46.90
09/23/2025	ALA	\$56.26
09/24/2025	VENTRA	\$216.00
09/24/2025	AMAZON	\$34.03
09/24/2025	AMAZON	\$29.07
09/24/2025	USPS	\$26.52
09/24/2025	AMAZON	\$34.38
09/24/2025	WALL STREET JOURNAL	\$64.99
09/25/2025	NETFLIX	\$17.99
09/25/2025	LANDS' END	\$109.46
09/25/2025	AMAZON	\$407.62
09/25/2025	STATION 34	\$48.94
09/25/2025	LANDS' END	\$178.69
09/25/2025	ADULT READING ROUND	\$15.00
09/26/2025	ACCURATE EMPLOYMENT	\$43.57
09/26/2025	AMAZON	\$7357.30
09/26/2025	ANDERSON LOCK CO.	\$286.00
09/26/2025	BAKER & TAYLOR, INC.	\$2307.24
09/26/2025	BIBLIOTHECA, LLC	\$5412.00
09/26/2025	BUSSE AUTOMOTIVE	\$92.37
09/26/2025	CHILDREN'S PLUS INC.	\$5919.37
09/26/2025	CINTAS #22	\$247.15
09/26/2025	CRYSTAL MAINTENANCE	\$3515.00
09/26/2025	HARTWIG MECHANICAL	\$5427.19
09/26/2025	INGRAM	\$1945.36

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/26/2025	MENARDS	\$59.02
09/26/2025	MICHELLE M. NICHOLS	\$210.00
09/26/2025	MIDWEST TAPE	\$97.22
09/26/2025	NANCY B MCCULLY	\$200.00
09/26/2025	PRODUCT LLC	\$50000.00
09/26/2025	ROBBINS SCHWARTZ	\$4570.40
09/26/2025	SUPERIOR INDUSTRIAL	\$286.45
09/26/2025	THOMSON REUTERS	\$1333.54
09/26/2025	TRU GREEN-CHEM LAWN	\$256.59
09/26/2025	VILLAGE OF MOUNT PRO	\$1762.50
09/26/2025	W. W. GRAINGER, INC	\$111.68
09/26/2025	WAREHOUSE DIRECT	\$119.87
09/26/2025	AFLAC	\$181.92
09/26/2025	EMPLOYEE BENEFITS CO	\$1468.39
09/26/2025	Payroll 2025-0926-2	\$150585.56
09/26/2025	Payroll 2025-0926-2	\$56499.30
09/26/2025	VILLAGE OF MOUNT PRO	\$51400.56
09/26/2025	VILLAGE OF MOUNT PRO	\$96.00
09/26/2025	STATION 34	\$33.00
09/26/2025	USPS	\$6.08
09/26/2025	GODADDY.COM, LLC	\$46.38
09/26/2025	AMAZON	\$18.98
09/28/2025	CALLING POST COMMUNI	\$9.99
09/28/2025	THE POLISH BOOKSTORE	\$543.06
09/28/2025	TrainHRLearning.com	\$195.00
09/29/2025	ICMA RETIREMENT TRUS	\$5999.26
09/29/2025	ZOHO Corporation	\$250.00
09/29/2025	AMAZON	\$83.16
09/29/2025	FUN EXPRESS	\$213.19
09/30/2025	FRIENDS OF THE MPPL	\$143.00
09/30/2025	EMPLOYEE BENEFITS CO	\$116.85
09/30/2025	CONSTELLATION NEW EN	\$895.25
09/30/2025	VILLAGE OF MOUNT PRO	\$96984.37
09/30/2025	TONIES US	\$1814.78
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 09/30/2025

Date	Source	Amount
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99
09/30/2025	AMAZON	\$2.99
		\$863470.24

MEMO – IDENTITY PROTECTION POLICY AND VIDEO SURVEILLANCE POLICY

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: October 16, 2025
Re: 2025 Policy Review Project and Review of Identity Protection Policy and Video Surveillance Policy

Comments: We are about 90% of the way through an evaluation of all our public policies. Remaining are a few circulation policies and the personnel handbook.

In total, we have about 50 policies to review and will be bringing some to each board meeting. After this project is complete, we will schedule regular reviews of each policy no less than every three years.

The goals of this project are:

1. Categorize policies into main categories:
 - a. Administration (complete)
 - b. Governance (complete)
 - c. Services and Collections (in progress)
 - d. Use of Facilities (complete)
2. Update meaningful content as necessary.
3. Correct any outdated information.
4. Remove “procedures” from the policies; procedures should be maintained by staff and updated as needed.
5. Remove extraneous appendices or content that changes, such as duplicating language of a statute, demographic information, forms, etc.
6. Combine individual policies where it makes sense.
7. Eliminate the practice of “administrative changes.”

This month we are reviewing the **Identity Protection Policy** and **Video Surveillance Policy** categorized under Administration and Use of Facilities, respectively.

1. Identity Protection Policy Updates

- a. This is a statutorily required policy as governed by the Illinois Identity Protection Act.
- b. The old policy reproduced the entire Act; the updated policy includes only what the Act specifies should be included.

2. Video Surveillance Policy Updates

- a. Because this policy includes several areas that are governed by various laws (FOIA, Illinois Library Records Confidentiality Act) the library's legal counsel reviewed and approved the content.
 - b. The Purpose section was expanded to provide more information (I A and B).
 - c. The Areas of Surveillance section was updated for accuracy and a statement was added regarding private areas (II A and B).
 - d. The Access section was updated to reflect the current environment (III A and B).
 - e. The Access section was updated to specify what other agencies have access and to refer to FOIA and privacy laws (III C, D and E).
 - f. A Retention section was added that outlines the current environment (IV).
 - g. A Disclaimer of Liability section was added (V).
 - h. Procedures were removed.
-

Identity Protection Policy

I. Purpose

- A. This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. which requires all local government agencies to draft and approve an identity protection policy.

II. Requirements

- A. All employees of the local government agency identified as having access to social security numbers in the course of performing their duties to be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- B. Only employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.
- C. Any request for social security numbers from an individual be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- D. Any request for social security number from individuals or upon request by the individual, a statement of the purpose or purposes for which the agency is collecting and using the social security number be provided.

Revision History

06/01/2017, 03/01/2016, 04/11/2011, 10/21/2004

Video Surveillance Policy

I. Purpose

- A. The library maintains security cameras throughout the facility that are used primarily for the purpose of protecting library property and providing a safe environment for staff, patrons, and other visitors.
- B. The purpose of this policy is to establish guidelines for the use of video security cameras as well as the access, retention, and retrieval of recorded video images at the library.

II. Areas of Surveillance

- A. Cameras are located in public areas both inside and outside of the library, including entrances, exits, study rooms, meeting rooms, general public areas, and the loading dock.
- B. No cameras are located in areas where there is a reasonable expectation of privacy such as restrooms.

III. Access

- A. Access to live feeds of images is available to staff at service desks in order to monitor current activity.
- B. Access to recorded video data is limited to the Executive Director, Deputy Director, Security and IT staff, and other staff as authorized.
- C. Access may be provided to authorized law enforcement agencies, in accordance with the law.
- D. All requests for copies of video surveillance are subject to the Freedom of Information Act (FOIA). FOIA requests must be made in writing and are subject to state and federal laws as related to confidentiality and privacy, as well as the Illinois Library Records Confidentiality Act, 75 ILCS 70 et seq. Nothing in this provision preempts the dissemination of video surveillance to law enforcement.
- E. Recorded data has the same level of confidentiality and protection provided to library patrons by Illinois state law and the library's policies. Video surveillance records are not to be used directly or indirectly to identify the activities of individual library patrons except as viewed in relation to a specific event of suspected criminal activity, suspected violation of library policy, or incidents where there is reasonable basis to believe a claim may be made against the library for civil liability.

IV. Retention

- A. Video data is recorded and stored digitally and is considered confidential and secure.
- B. Recordings are generally kept for less than 31 days and are automatically purged from the system. Once the footage is purged it is permanently deleted and cannot be recovered.
- C. Recordings and image captures that involve ongoing investigations or to enforce suspensions from the library will be kept for as long as necessary.

V. Disclaimer of Liability

- A. The library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectations of privacy.

Revision History

05/29/2019, 08/01/2018, 03/01/2018, 02/01/2017, 03/01/2016, 05/01/2015, 06/01/2013, 02/01/2012, 10/01/2011, 02/01/2011, 02/01/2009, 03/17/2005

Core Level Standards (116 total, 96% met)

✓ = standard is met ☐ = standard needs review or is not met

Access - Core

- ✓ The library follows all local, state and federal laws relating to access, including the Americans with Disabilities Act.
- ✓ The library is open a minimum of 15 hours per week [23 Ill. Adm. Code 3030.110].
- ✓ The library regularly reviews long term space needs.
- ✓ The library provides an exterior book return that is open 24/7.
- ✓ The library provides adequate, safe, well-lit, and convenient parking during all hours of service.
- ✓ The library's entrance is clearly visible, easily identified, and well illuminated for both vehicles and pedestrians.
- ✓ The library's interior spaces are adequately illuminated.
- ✓ The library provides signage to identify collections, services, and amenities.
- ✓ The library provides designated spaces for youth and adults.
- ✓ The library has adequate and appropriately sized shelving to provide easy access to patrons of all ages.
- ✓ The library has sturdy and comfortable furnishings in sufficient quantities and sizes to meet the needs of patrons of all ages.
- ✓ The library provides accessible spaces for library programs, meetings, and individual and group study.

Advocacy & Community Engagement - Core

- ☐ The director and board are knowledgeable of state-wide advocacy training tools.
- ✓ The director and staff actively network with community organizations, businesses and institutions (e.g., Chamber of Commerce, Rotary, Kiwanis).
- ✓ The director and staff collect and analyze data to measure how community members use the library.
- ✓ The director and board know their local, state and federal elected officials.
- ☐ The director and board and/or staff are informed of Illinois Library Association (ILA) and American Library Association (ALA) legislative priorities and promote those priorities when needed.
- ✓ The director, staff and board are aware of current community projects and economic planning and seek opportunities for library engagement.

Building & Grounds - Core

- ✓ The library's operating budget includes dedicated funds for regular maintenance of buildings and grounds.
- ✓ The library has a capital improvement plan that defines and forecasts repair and replacement of major equipment and infrastructure.
- ✓ The library conducts a walkthrough to assess the condition of furniture and equipment on an annual basis.
- ✓ The library has liability insurance that will cover replacement costs of the facility and its contents.
- ✓ Staff and trustees receive a tour of the library's buildings and grounds.
- ✓ The library has a building and grounds maintenance checklist that is annually reviewed and updated.
- ✓ The library keeps a copy of all maintenance documents, blueprints of the original building, and all subsequent renovations and warranties.
- ✓ The library hires staff, contractors, or vendors to maintain the building and grounds and maintains a list of contacts for building systems.
- ✓ The library has a master key box and a password list for access to the building and its systems.
- ✓ The library strives to make its buildings and grounds as environmentally friendly as possible (e.g., LED lighting, recycling, energy efficient equipment, solar panels, EV chargers).

Collection Management - Core

- ✓ The library has a Board-approved collection management policy that affirms the American Library Association's Library Bill of Rights and represents the community it serves. The policy is reviewed bi-annually. [75 ILCS 5/4-7.2; 75 ILCS 16/30-60]

Mount Prospect Public Library
Illinois Public Library Standards Checklist – October 16, 2025

- ✓ The library's budget has a designated budget line item for collection management.
- ✓ The library has a process in place for collection management.
- ✓ The library agrees to make their resources, information and expertise available via interlibrary loan, reciprocal borrowing, and other formal cooperative agreements; and participate in system delivery.
- ✓ The library abides by the ILLINET Interlibrary Loan Code as well as other formal regional/consortial agreements.
- ✓ The library strives to provide a collection that reflects the needs and interests of the community as well as the diversity of human experience.
- ✓ The library provides access to materials in a variety of formats for individuals of all ages, interests, and abilities (e.g., print, digital, audio, video, large print).
- ✓ Materials are cataloged according to standard library practices.
- ✓ The library has a reconsideration of materials policy and process.
- ✓ The library serves as a repository for local history.

Finance & Budget - Core

- ✓ The library has a written budget that is developed by administration and approved by the board.
- ✓ The library keeps a current accounting of its revenues and expenditures, and the board reviews and approves all monthly expenditures (e.g., invoices, electronic payments and transfers, insurances, payroll, pension/retirement, and tax obligations).
- ✓ The board's bylaws emphasize the importance of financial oversight and the creation of board-approved financial policies.
- ✓ The library has a process for adding/removing signers from all financial accounts (e.g., bank accounts, credit cards, and online accounts).
- ✓ The director and board have an understanding of the fundamental principles of library funding, financial reports, and budgeting. The library uses professionally accepted bookkeeping practices.
- ✓ The library follows all legal requirements for financial reporting. If applicable, the library follows all GASB (General Accounting Standards Board) accounting principles as required by the auditor.
- ✓ The library strives to ensure adequate funding for library operations, staffing, programming, services, and facility needs using local funding.
- ✓ The library conducts an annual audit if the budget is \$850,000 or more. Depending on the type of library, the funding agent may do this as part of their annual audit.
- ✓ The library or its funding agent (city, village) provides a treasurer's bond in the amount of 10% of the annual budget or the approved alternative of appropriate insurance as described in the statute (75 ILCS 5/4-9).
- ✓ The library utilizes internal controls to prevent fraud.
- ✓ The library securely stores financial documents (e.g., checks, payroll, credit cards).
- ✓ The library has a long-term financial plan.

Governance & Administration - Core

- ✓ The board has an approved set of bylaws that outline its rules and procedures.
- ✓ The library complies with local, state and federal laws. This includes the Illinois Open Meetings Act [5 ILCS 120] and the Freedom of Information Act. Per these statutes, the library has an OMA designee and one or more FOIA officers.
- ✓ The board meets regularly to conduct the business of the library in accordance with the Illinois Compiled Statutes.
- ✓ At each regular meeting, the board reviews and approves minutes and financial reports.
- ✓ The library has a board-approved mission statement.
- ✓ Trustees represent the needs, interests, and aspirations of the community.
- ✓ The library prepares and submits the Illinois Public Library Annual Report (IPLAR), as required by statute. [75 ILCS 16/30-65]
- ✓ The library has public and internal policies that are approved by the board.
- ✓ The library has a strategic plan that is developed by the board, director, and staff.
- ✓ The library has a succession plan for the director.

Mount Prospect Public Library
Illinois Public Library Standards Checklist – October 16, 2025

- ✓ The board and director develop an orientation program for new trustees.
- ✓ The library maintains insurance coverage for property damage, general liability, professional liability, cyber liability, workers' compensation, treasurer's bond/government crime, and directors and officers. Coverage needs may vary based on library size, location, and services provided.
- ✓ The board, as an advocate for the library, identifies community priorities, ensures proper funding, and plans for the future.
- ✓ The library board, director, and staff are aware of the services offered by the regional library systems, the Illinois State Library and the Illinois Library Association.
- ✓ The director participates in professional development activities, including Directors University for first time Illinois directors.

Human Resources - Core

- ✓ The library has sufficient staff for the hours that the library is open.
- ✓ The library has a set of board approved personnel policies.
- ✓ The library provides job descriptions for all positions.
- ✓ The library compensates staff in a fair, equitable, and competitive manner. The library allocates up to 70% of the operating budget for salaries and benefits. This includes FICA, pension and health benefits.
- ✓ The library provides employee benefits as directed by federal, state, and local law.
- ✓ The library follows state and federal laws in recruiting, hiring, onboarding, supervising, and terminating employees.
- ✓ Staff members receive coaching, feedback, and support for their own development at least annually.
- ✓ New employees receive a thorough orientation and job training. The library complies with all state-mandated training requirements.
- ✓ The library has a succession plan for the director.

Information Services - Core

- ✓ All basic information services are available when the library is open. These include: circulation, reference, reader's advisory, and technology assistance (including with personal devices) either through brief transactions or longer 1:1 sessions.
- ✓ Staff provide accurate, timely, and courteous service.
- ✓ The library has policies that guide the provision of information services, such as a Circulation Policy and Reference & Reader's Advisory Policy.
- ✓ Staff have access to appropriate technology (e.g., phones, computers, work email, printers, scanners) to receive and respond to patron inquiries.
- ✓ Staff are familiar with all the library's offerings and other resources available to answer patron queries (e.g., print media, online subscription resources, reliable free internet sites, governmental and nonprofit agencies, local history materials).
- ✓ Staff are aware of local and statewide agencies as resources to which they can refer patrons in need.
- ✓ Staff recognize the wide array of individual information needs within the community and strive to offer services for all.
- ✓ The library seeks to eliminate barriers to services and information access (e.g., fines and fees, age restrictions).

Marketing and Promotion - Core

- ✓ The library uses a variety of print, digital and interpersonal methods to actively promote its collections, programs, and services to the community.
- ✓ The board, director and staff are familiar with public relations and marketing initiatives developed by the regional library systems, the Illinois State Library, the Illinois Library Association, and the American Library Association (e.g., iREAD, Banned Books Week, National Library Week, Library Card Signup Month).
- ✓ The library allocates funds for marketing and promotion.
- ✓ The library adopts an easily recognizable logo that represents the library's brand.
- ✓ The library's print and digital marketing materials comply with all local, state and federal accessibility laws and standards.

- ✓ The library understands the community it serves and designs its marketing efforts to reach all residents.
- ✓ The library has board approved policies that govern its marketing and promotional method (e.g., social media, bulletin board).
- ✓ The library collects data, stories and photos that illustrate the value of the library.
- ✓ The library regularly evaluates the effectiveness of its marketing efforts.

Programming - Core

- ✓ The library provides programs for all ages free of charge or on a cost recovery basis.
- ✓ The library follows all local, state, and federal accessibility requirements in the presentation of in-person and virtual programs.
- ☐ The library has a board-approved programming policy for all ages that includes a protocol for response to challenges.
- ✓ The library regularly assesses the needs of its community, either formally or informally, to inform its program planning.
- ✓ The library evaluates programs based on criteria such as attendance, guest feedback, and participant outcomes and adjusts its future programs based on this evaluation.
- ✓ The library is aware of the diversity of its community and strives to offer programs that are inclusive. While library programs represent diverse viewpoints, library programs do not necessarily constitute an endorsement of the ideas or viewpoints expressed in their programs.

Safety and Emergency Preparedness - Core

- ☐ The library has a communication protocol to keep the board, staff and public informed in the event of a disaster or emergency.
- ✓ Staff have ready access to emergency call information for police, fire, director, board, and other relevant staff.
- ✓ The library provides training for staff on safety and emergency preparedness.
- ✓ The library has a board approved Patron Conduct Policy.
- ✓ Library entrances, exits, evacuation routes, locations of designated tornado shelters, emergency supplies, fire alarms and fire extinguishers are clearly marked and visible for staff and the public.
- ✓ The library maintains a stock of emergency supplies, which are stored in a clearly marked, designated location and are easily accessible to staff.
- ✓ The library has an emergency and disaster preparedness manual that is easily accessible to staff.
- ✓ The library has a disaster recovery plan that is kept in an off-site location.
- ✓ The library complies with local, state and federal emergency and safety guidelines, ordinances and laws.
- ✓ The library follows all local and state requirements for emergency systems and equipment inspections.

Technology - Core

- ✓ The library has a dedicated budget for technology equipment & services.
- ✓ The library has a board approved internet and computer use policy.
- ✓ The library provides a sufficient number of public use computers.
- ✓ The library has access to a trained individual to maintain all technology.
- ✓ The library takes steps to protect the integrity, safety and security of all technology. This may include antivirus software, firewalls, authentication, routine upgrades, patches, and scheduled data backup.
- ✓ Staff are aware of adaptive features available in library equipment and software and are able to facilitate their use by patrons of all abilities (e.g., narration, captioning, magnification, color contrast adjustment).
- ✓ The library provides internet access, wired and wireless, with sufficient capacity to meet the needs of both the staff and the public.
- ✓ The library has basic communication tools, such as telephones, photocopiers and printers for both staff and public use.
- ✓ The library is aware of emerging technology trends such as the maker movement.

Intermediate Level Standards (96 total, 85% met)

✓ = standard is met □ = standard needs review or is not met

Access - Intermediate

- ✓ The library is open to the public with daytime, evening and weekend hours.
- ✓ The library addresses long term space needs in its strategic plan.
- ✓ The library provides alternate methods for picking up and returning materials (e.g., drive-up book drop, curbside pickup, drive-through window).
- ✓ Natural light is utilized as much as possible.
- ✓ In multilingual communities, signage is provided in relevant languages throughout the building.
- ✓ The library provides dedicated space for teens.
- ✓ The library has rooms designated for programs, meetings, and individual and group study.

Advocacy & Community Engagement - Intermediate

- Training in advocacy skills is offered to staff, the board, and/or other stakeholders, such as Friends of the Library and Foundation groups.
- ✓ The director and staff present at school, business and community meetings on library initiatives, programs, collections and services.
- ✓ Using data collected and analyzed, the director and staff communicate the library's impact and advocate for programs, personnel, and spaces.
- The library includes local, state and federal elected officials on mailing lists and invites them to events.
- The director, board and/or staff actively participate in the local, state, and national legislative campaigns and events organized by ILA and ALA.
- ✓ The director, staff and board use their community engagement to inform the library's strategic plan.

Building & Grounds - Intermediate

- ✓ The library establishes a special reserve fund with the goal of financing future capital projects, including repairs, remodeling, renovations, or a new building.
- ✓ The library regularly reviews the capital improvement plan.
- ✓ The library keeps a current inventory of all furniture, fixtures, and equipment.
- ✓ The library reviews its insurance coverage annually to ensure proper valuation of the facility and its contents.
- ✓ Key staff receive training on building systems appropriate to their roles.
- ✓ The library has a facilities maintenance manual that includes instructions for operation of all building systems.
- The library keeps a digital copy of all maintenance documents, all documents related to the construction for the original building and all subsequent renovations and warranties.
- ✓ The library has a security protocol for the distribution of keys and passwords, including regular password changes.
- The library has a plan to improve environmental efficiency and sustainability.

Collection Management - Intermediate

- ✓ Annual expenditure for materials for any size library ranges from 8 to 12% of the operating budget.
- ✓ The library has staff who are responsible for collection management and are trained in the general principles of selection, inventory and weeding of materials.
- ✓ The library publicizes and promotes interlibrary loan to its patrons.
- ✓ The library regularly reviews the collection to ensure its inclusivity.
- ✓ The library circulates physical objects and digital tools (a.k.a. "Library of Things").
- ✓ Staff are aware of the importance of culturally sensitive cataloging terminology.
- ✓ The library provides access to genealogy resources.

Finance & Budget - Intermediate

- ✓ The library has the budget in an electronic spreadsheet format.

Mount Prospect Public Library
Illinois Public Library Standards Checklist – October 16, 2025

- ✓ The board reviews actual revenues and expenses against the monthly budget and discusses variances with the director.
- ✓ The library board regularly reviews and updates financial policies to reflect best practices.
- ☐ The director and board pursue continuing education to enhance their understanding of library funding, financial reports, and budgeting.
- ✓ The library actively maintains a transparency webpage where it posts its reporting requirements, ordinances, and audit status.
- ✓ The library seeks grants through Friends groups, foundations, library systems, and state programs to supplement the annual budget as needed. The library has an established donations and gifts program.
- ✓ The library board reviews and approves the annual audit, making the audit findings available to the public.
- ✓ The library provides additional liability insurance coverage for its director, board, and others handling library money and/or financial transactions.
- ✓ The board and director regularly review the library's internal controls.
- ✓ The library utilizes fraud protection measures (e.g., Positive Pay, payment by Automated Clearing House [ACH]).
- ✓ The long-term financial plan includes an allowance for the building's capital needs, future projects, and projected expenses.

Governance & Administration - Intermediate

- ✓ The board bylaws are reviewed at least every 3-5 years.
- ✓ At each regular meeting, the library director presents to the board a report of library activities and statistics.
- ✓ The mission statement is reviewed periodically by the board, director, and staff.
- ☐ Trustees solicit input on library activities from the community.
- ✓ The IPLAR is prepared by administration and presented to the board of trustees at a public meeting.
- ✓ The director regularly includes relevant staff in the drafting and review of policies. The board reviews these policies on a regular rotation.
- ✓ The strategic plan is reviewed regularly by the board, director and staff.
- ☐ The library has a succession plan for the director and key staff.
- ✓ The board actively participates in ongoing continuing education activities.
- ✓ The board advocates for the library with local stakeholders.
- ✓ The library board, director, and staff are engaged with the regional library systems, the Illinois State Library and the Illinois Library Association (e.g., attend workshops, meetings, and conferences, and subscribe to library system e-news, ILA Reporter).
- ✓ The library provides financial support for the director's membership in professional organizations.

Human Resources - Intermediate

- ✓ Staffing levels are sufficient to carry out the library's mission, to develop and implement strategic plan initiatives, and to provide services.
- ✓ The personnel policies are reviewed on a regular schedule by the director and key staff.
- ✓ Job descriptions are reviewed as needed in order to align strengths, education, and expertise of staff with open positions and operational needs.
- ✓ The library has a salary schedule that includes all positions. The schedule is reviewed and adjusted to reflect cost of living and industry benchmarking.
- ✓ The library provides employees an expanded benefits package that may include healthcare and wellness benefits, tuition reimbursement, and/or pension or retirement savings. The library contributes to the premiums of any associated costs.
- ✓ Key library staff keep abreast of current HR laws and trends (e.g., attending webinars, engaging an attorney or reputable HR consulting firm).
- ✓ The library has a performance appraisal system that provides staff with an annual evaluation of current performance and guidance in improving or developing new skills according to their job description.
- ✓ The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work.

- ☐ The library has a succession plan for staff with specialized knowledge (e.g., assistant director, facilities manager, IT manager, business manager) that includes procedural job task instructions and checklists.

Information Services - Intermediate

- ✓ If the library provides additional information service offerings (e.g., notary, passports, digital media lab, maker space), an adequate number of trained staff are available to assist patrons in these areas.
- ✓ If additional services are offered, such as notary, passports, digital media lab, or maker space, the library has policies and/or clear procedures guiding their use.
- ✓ The library provides a variety of self-service information service resources via its website or library apps 24/7.
- ✓ The library provides staff who specialize in areas of information services (e.g., children's, teen, or adult services, or specific subject areas, such as business or technology).
- ✓ The library hosts representatives of local and statewide agencies to provide information about their services and/or meet with the public within the library space.
- ✓ The library provides opportunities for staff to expand their knowledge and sensitivity in providing information services to all people.
- ✓ In multilingual communities, the library strives to provide information services in languages relevant to patron needs.

Marketing and Promotion - Intermediate

- ✓ The library has a marketing guide that outlines where and how the library will market its services, programs and collections.
- ✓ The library provides training opportunities for the director, staff, and/or board to learn effective methods to promote library services in consistent and strategic ways.
- ✓ The library uses its logo consistently across all print and digital marketing platforms.
- ✓ The library strives to make its marketing materials accessible to individuals of all ages, abilities, reading levels and relevant language backgrounds.
- ✓ The library identifies underserved populations and uses targeted marketing methods to conduct outreach to those communities.
- ✓ The library uses collected data, stories, and photos to communicate the value of the library to the community.
- ☐ The library uses data (e.g., resource usage, program attendees, and cardholders) to measure and analyze the impact of its marketing efforts and to inform future marketing.

Programming - Intermediate

- ✓ The library provides virtual or hybrid programs where appropriate.
- ✓ The library strives to provide various modes of program participation to accommodate patrons of all abilities (e.g., low lighting, enhanced audio).
- ✓ The library partners with local educational, social, cultural, and recreational organizations in order to present programs that address the community's needs.
- ☐ The library provides staff training in best practices for meeting the programming needs of a diverse community.

Safety and Emergency Preparedness - Intermediate

- ✓ The library staff have ready access to all library key service providers (plumbing, electric, roofing).
- ✓ The library includes safety and emergency training in new employee on-boarding procedures.
- ✓ The library staff is aware of the Patron Conduct Policy and understands how to implement it.
- ✓ Floor plans with designated emergency routes and equipment are displayed and shared with first responders.
- ☐ The library annually reviews and updates the library emergency and preparedness manual.
- ☐ The library has a technology recovery plan, in the event of a physical disaster or cyberattack.
- ✓ The library seeks to be included in community plans and works with local agencies on contingencies for various crises (flood, snow, pandemic, active shooter) in which the library can play an essential role.
- ✓ The library has a maintenance protocol for all emergency systems and equipment that is reviewed on a regular basis.

Technology - Intermediate

- ✓ The library has a technology replacement schedule and/or technology plan.
 - ✓ The library reviews and updates computer use policies on a regular basis.
 - ✓ The library offers laptops or tablets for the public to use in-house.
 - ✓ The library has a trained staff person or contractual service to maintain the technology infrastructure.
 - ✓ The library provides staff training for best practices in computer safety and includes cyber security in its liability insurance.
 - ☐ The library provides adaptive equipment for individuals of all abilities (e.g., large print keyboards, large trackball mice) and guides patrons in their use.
 - ✓ The library annually evaluates and updates its internet connectivity options for service impact and cost effectiveness
 - ✓ The library offers facsimile, mobile printing, and scanners.
 - ✓ The library offers maker tools (e.g., video cameras, 3D printers, digital conversion devices) either for in-house use or check-out.
-

Advanced Level Standards (68 total, 78% met)

✓ = standard is met ☐ = standard needs review or is not met

Access - Advanced

- ✓ The library is open 7 days a week, for most of the year.
- ✓ The library conducts a community needs survey and includes library spaces in the questionnaire.
- ✓ The library provides off-site pick up and return of materials (e.g. homebound delivery, book mobiles, kiosks, automated lockers).
- ✓ The library has energy efficient lighting throughout its buildings.
- ☐ The library provides dedicated spaces for other specific populations (e.g., sensory space, comfort room, mother's room).

Advocacy & Community Engagement - Advanced

- ☐ Library staff, board and community stakeholders have the skills and knowledge to be proactive advocates on behalf of the library and community.
- ✓ The director and staff invite community leaders, organizations, partners and stakeholders to the library for tours, coffees, and/or information meetings to showcase what the library offers.
- ✓ The library annually highlights data, stories and accomplishments from the year and disseminates it to external and internal stakeholders.
- ✓ The library partners with elected officials to co-host events and informational sessions to promote civic engagement.
- ☐ The director, board and/or staff serve on forums, committees, and boards of ILA and ALA.
- ✓ The library is a sought-after partner in working with and developing community initiatives.

Building & Grounds - Advanced

- ✓ The library contributes annually to a special reserve fund to have sufficient financial resources to cover the costs of future capital projects.
- ✓ The library hires a qualified architect or engineer to perform a long-term facility assessment to inform the capital improvement plan.
- ✓ The library periodically conducts an appraisal of all furniture, fixtures and equipment with an accredited appraisal company.
- ☐ The library seeks local, state, and national accreditations for environmental standards (e.g., LEED, Energy Star).

Collection Management - Advanced

- ✓ Staff who are responsible for collection management are proficient in specific genres, age levels, and subjects.
- ✓ The library provides patrons with the ability to make their own interlibrary loan requests with little mediation.
- ✓ The library implements a comprehensive collection maintenance plan that includes a 2-3 year schedule for evaluation and maintenance of every area of the collection.
- ✓ The library's special collections are digitized to preserve and provide broad access to these resources.

Finance & Budget - Advanced

- ✓ The library includes legacy data in the spreadsheet to project future revenues and expenditures.
- ✓ The library board utilizes financial professionals to review and make recommendations to strengthen financial policies and procedures.
- ✓ The library seeks non-traditional sources for fundraising (e.g., corporate sponsors/donations, endowments, investments) to supplement the annual budget.
- ✓ The board utilizes audit findings to enhance financial policies, improve efficiency, and mitigate risks.
- ✓ If the library utilizes an auditor, they review the library's internal controls.
- ☐ The long-term financial plan includes strategies for additional revenue streams (e.g., bequests, endowments, bond retirements, Tax Increment Financing [TIF]).

Governance & Administration - Advanced

- ✓ An attorney reviews the board bylaws periodically.
- ✓ At each regular meeting, the library director presents supplemental materials to the board (e.g., departmental reports, analysis of statistics).
- ✓ The library creates a vision or values statement.
- ☐ Trustees serve on other local committees and forums acting as a bridge from the library to the community.
- ✓ Library policies are regularly reviewed by an attorney or expert on the relevant topic.
- ✓ The library includes members of the community in strategic plan development.
- ✓ The succession plan is reviewed with the board and administration and updated as needed.
- ✓ The board advocates for the library with state and federal stakeholders.
- ✓ The library board, director, and staff participate as members of professional boards, committees, task forces, advisory councils of the regional library system, the Illinois State Library and the Illinois Library Association.
- ✓ The director contributes to the profession by committee service, presentations, and authorship.

Human Resources - Advanced

- ✓ Library staff represent community demographics, especially focusing on cultural and multilingual diversity.
- ✓ The personnel policies are reviewed by an attorney.
- ✓ Job descriptions are reviewed by an HR professional.
- ✓ The library conducts a market benchmarking study every 3-5 years, with pay ranges, conducted by a human resources professional, to determine current competitive pay practices.
- ✓ The library contributes to the premiums of healthcare and wellness benefits for employees and their dependents.
- ✓ The library employs a staff member who is dedicated to human resource management.
- ☐ The performance appraisal system develops work goals and activities that align with the strategic plan.
- ✓ The library provides paid work time and funding for conference attendance, tuition assistance, and other skill and leadership development.

Information Services - Advanced

- ☐ The library provides information services by chat or phone outside of the hours the library is open.
- ☐ The library may go beyond basic referrals to social service agencies by providing services by social workers or social work interns.
- ☐ The library employs staff with expertise in services specific to the needs of the community it serves (e.g., individuals with dementia or autism or people experiencing homelessness).

- ✓ In multilingual communities, the library employs staff who speak languages relevant to patron needs or contracts interpreting services to supplement staff's multilingual expertise.

Marketing and Promotion - Advanced

- ✓ The library adopts a formal marketing plan.
- ✓ The library has one or more dedicated employees for marketing and graphic design.
- ✓ The library adopts a brand style guide to unify the library's representation in all communications (e.g., color palette, fonts).
- ✓ The library develops an annual report that uses data, stories, and photos to showcase the library's value and impact.

Programming - Advanced

- ✓ The library designs dedicated programs for patrons with specific needs (e.g., autism, dementia, low vision).
- ✓ The library draws on its community partnerships to provide programs in alternate venues in order to reach specific populations who cannot visit the library.
- ✓ The library offers dedicated programs that address the specific cultures, life experiences and interests of its community.

Safety and Emergency Preparedness - Advanced

- ✓ The library has a designated team that works to provide safety and emergency training, protocols and communications to both staff and public.
- ✓ In addition to safety and emergency training procedures, the library also offers medical training for staff (first aid, CPR, AED, etc.).
- ✓ The library has a dedicated security staff person and/or a security surveillance system.
- ☐ The library has thorough documentation for emergency responders that includes location of mechanical, electric, plumbing, ladders, and current building blueprints.
- ☐ The library has a separate emergency and safety procedure manual for the public that is posted in public spaces.

Technology - Advanced

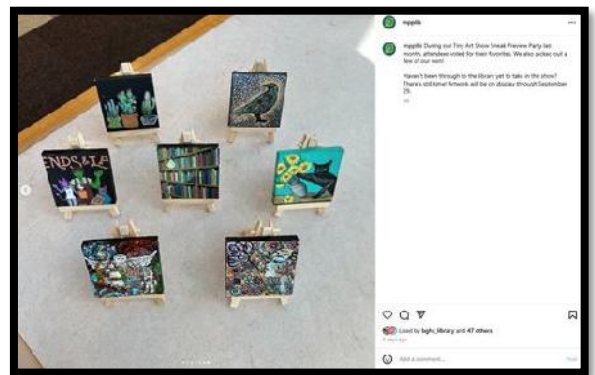
- ✓ The library conducts a technology needs assessment that examines current & emerging trends & includes community input.
- ✓ The library allows laptops or tablets to be checked out by the public.
- ✓ The library has a dedicated IT department.
- ☐ The library conducts annual penetration testing to evaluate security measures to determine if improvements or upgrades are needed.
- ☐ The library provides adaptive equipment for individuals of all abilities for checkout.
- ✓ The library has multiple internet service providers available for failover back-up purposes and offers mobile hotspot checkout.
- ✓ The library offers video conferencing equipment and space.
- ☐ The library offers a maker space with a dedicated staff who are knowledgeable of the equipment.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

September 2025

Fiction/AV/Teen

- 1) This year's One Book, One Village kicked off with another busy Book Giveaway Event. Lines stretched from Meeting Room A to the Circulation desk as patrons received free copies of this year's title, *Remarkably Bright Creatures*. 356 books were given out with tote bags at that event, and the remaining copies were distributed over the following three weeks. Altogether, 850 regular and 75 large type copies were given away in September.
- 2) September saw the "show" component of this year's 4th annual Tiny Art Show. Many patrons and their families visited to see their artwork. 110 pieces of artwork were on display throughout the month, and some of the favorites from voting during the Sneak Preview Party were highlighted on social media.
- 3) September's adult craft was the "Beaded Wreath Workshop," combining elements of macrame and jewelry making to secure multicolored leaf beads to a copper hoop with craft wire. 36 patrons participated.



South Branch & Community Engagement

- 1) We celebrated Hispanic Heritage Month:
 - a. We had a passive scavenger hunt featuring animals from Central and Latin America. The signs included both a picture and interesting facts about each animal making this passive activity both fun and educational.
 - b. Patrons of all ages enjoyed decorating their own ceramic calaveras (skulls) with paint markers, sequins, beads, and feathers. It is a tradition in many parts of Mexico to use the calaveras to decorate Day of the Dead altars.
 - c. We held two sessions of "Lotería," a Mexican game like Bingo.
- 2) Lumi Studio & Shoppe in Mount Prospect hosted a family-friendly, interactive yoga session. They brought a soft balancing beam, pom poms, balancing toys, yoga pose flash cards, and a storybook to use during the session.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) We visited Creekside Condos in north Mount Prospect for the first time along with the Human Services Department and other senior social service organizations. This was a well-attended event, and we signed several folks up for new library cards. Many attendees were unfamiliar with the Library of Things and our online resources, so valuable information was shared during this event.



- 4) We had a table at the annual Fall Festival hosted by the Downtown Merchants Association. Our table featured sensory bins and a large coloring sheet. Kids of all ages (and some adults!) enjoyed the sensory experiences and it was a nice counterpoint to the other activities at this event. 300 people stopped by our table.

Youth Services

- 1) We celebrated One Book, One Village with some octopus themed programming. At our "Let's Rock-topus Storytime," kids listened to fun under the sea stories and made an octopus. We had 195 attendees in total across three sessions. At "Art and Science Adventures: Ink-credible!" kids learned all about what octopus ink can do, and we used ink to make fun prints. We had 22 participants across two programs.
- 2) To celebrate National Library Card Sign-up Month, we had a display in Youth, complete with Snoopy handouts in honor of who was on the limited-edition library card! We also had a display where kids could read stories all about what can happen at the library.
- 3) To kick off Hispanic Heritage Month in mid-September, we had a "Let's Play Lotería!" program where families could play the popular card game. 38 people attended and had a great time marking images off their card and winning prizes.



Circulation

- 1) We were excited to celebrate Library Card Sign-up Month in September after having taken a break for a few years. Throughout the month of September, patrons had access to free giveaways at the desk, an exclusive new Snoopy library card, a checklist of tasks to complete for an MPPL branded tumbler, and discounts at local businesses. Nearly 300 patrons took advantage of the Snoopy card offering, with many longtime patrons switching out their existing



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

cards for Snoopy. About 100 patrons completed the checklist and received a tumbler. Staff received a lot of positive feedback from patrons throughout the month:

- a. Patrons expressed delight at the giveaways, with the book lights being most popular among all ages. A few parents expressed thanks that *all* patrons were able to take a gift, not just the kids.
 - b. One young patron was so eager to get his tumbler reward that he completed the checklist during a single visit!
 - c. Another patron was so excited to turn in her checklist and win her prize that she took pictures of both her completed checklist and the tumbler to send to her book club and encouraged them to participate.
 - d. A few patrons shared that they discovered new services available to them by completing the checklist. One patron was thrilled to discover they could access the *Daily Herald* online and mentioned they could cancel their print subscription now. Another was excited to learn that they had access to Mango Languages for free through the library.
- 2) We helped with the distribution of *Remarkably Bright Creatures*, the One Book, One Village selection this year. Many patrons stopped by the Circulation desk asking for copies and expressing excitement over the pick and the beautiful and unique copies the library provided. One patron was so happy with the OBOV offerings this year (the tote bag in particular) that she turned to the patron behind her to encourage her to join in. The other patron was so encouraged by her enthusiasm that she picked up a copy of the book and a tote bag for herself!
- 3) We joined Youth for a handful of Outreach events at local schools, helping to issue new library cards to students. It was a great opportunity to promote our activities for Library Card Sign-up Month.



Research

- 1) A patron was looking for a desktop magnifier like the one in the genealogy area and said that a friend of hers got a phone number from the library of a place that delivered one to her at no charge. We struggled to find an organization that matched the description and

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

called the Village Human Services office to ask if they knew of an organization with this program. They told us that they had such a device in their office that wasn't used and gave it to the patron at no cost.

- 2) We hosted a mini-series on space in September:
 - a. The first in the series was this month's most popular program: "Fire in the Sky: Secrets of the Earth's Aurorae" (virtual), 37 attended. Patrons asked a lot of questions and were very engaged. Patron comment: "It was a wonderful program, and I know more about this phenomenon now than before. I thoroughly enjoyed the program. Thanks to the presenter and the MPPL for organizing such great events for us. We are very grateful."
 - b. "Light Pollution: What Can Be Done?" (in-person) was the second program of a mini-series on space, 11 attended. Patron comment: "Enjoyed it and learned some new information and terminology. As an Architecture Graduate Student, I found this topic useful, and I hope to incorporate into future work. Knowing a recording will be on YouTube I'll probably recommend it to other students."
- 3) Study room usage hit an all-time high this month with 1,142 reservations, compared to last year's highest monthly total in October of 1,134. October is typically our busiest month so next month may break this record!



Patron Services

- 1) Public meeting room reservations are up by 17% for the year. Of the renters for 2025, 79 are unique patron groups, 9 are HOA groups, 6 are Scout groups, 15 are from Music Studios, and 11 are Hobbyist groups.
- 2) We gave a tour of the library to our Read to Learn guests on Friday, September 26. There were 10 groups of 3 that toured the library, learning about each department. It gave them a chance to practice their linguistic skills, and it was fun for us.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) We trained for selling license plate stickers through the State on September 24 and are excited to roll out this service to patrons soon.

Human Resources & Learning

- 1) Number of open positions: 4. Bookkeeper (PT), Photographer/Graphic Designer (PT), Fiction/AV/Teen Assistant Department Head (FT), Early Childhood Outreach Librarian (FT)
- 2) Number of vacant positions filled: 2. South Branch Patron Assistant (PT), Youth Program and Outreach Associate (PT)
- 3) Number of separations: 1
- 4) Staff anniversaries:
 - a. Janette Peterson, Executive Administrative Assistant, 35 years
 - b. Darice Castino, Youth Desk Assistant, 25 years
 - c. Alison Horton, Patron Services Department Head, 20 years
 - d. Joseph Graska, Network Technician, 5 years

Building & Security

- 1) We completed the annual property and liability insurance walkthrough, where our insurance provider conducts a risk assessment on our facility, technology, and other related areas.
- 2) All of our Security and South Branch staff have undergone Narcan training and are certified to use it, bringing our facility into compliance with Illinois Public Act 104-0056, which takes effect January 1, 2026. A supply of Narcan has been ordered and will be distributed to public service desks in early November.



Technical Services

- 1) Near the end of September staff saw a significant drop in the number of items being shipped by our primary book vendor, Baker & Taylor. We began moving all on order items to other sources to minimize any potential delay in materials hitting the shelves. (This ended up being a smart move because in early October B&T announced it would begin winding down operations, with full closure expected by early 2026. This is a major disruption to libraries nationwide, given that B&T has been a primary supplier to libraries since its founding in 1828.)
- 2) Reclassification work on the second-floor Oversize collection wrapped up this month. We will now focus on several collection projects FAVT would like to have completed ahead of the renovation. First up will be reclassifying the Western collection so that it can be interfiled with the general Fiction collection.

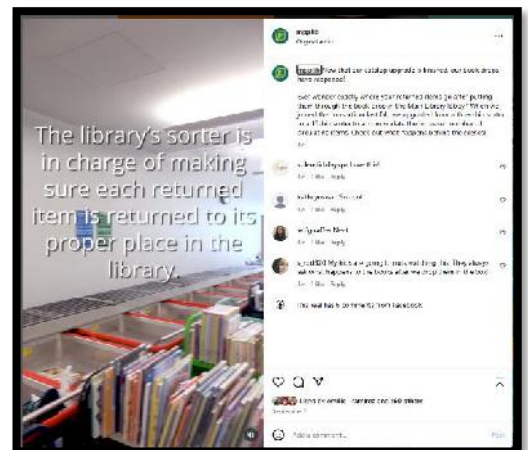
Mount Prospect Public Library Monthly Library Report for Board of Trustees

Information Technology

- 1) We have replaced the copier/scanner setup at the South Branch with a dedicated printer. This change was implemented to streamline the patron experience and eliminate confusion regarding where to scan and print documents.
- 2) Two additional laptops have been deployed at the South Branch. These devices are intended to serve a dual purpose: they will be available for patron use and will also support library programming activities.

Marketing

- 1) September e-newsletters achieved strong engagement across all audiences, with open rates ranging from 52–71%. General Interest and OBOV editions highlighted key programs like Library Card Sign-up Month and One Book, One Village, while Parent-Caregiver and Business e-newsletters saw the highest engagement, particularly the “Diwali Party” and “Financial Checkup for Retirees” video. Partnerships featured included the Illinois State Treasurer, League of Women Voters, Arlington Heights Memorial Library, and the Historical Society.
- 2) September’s web resource promotions highlighted Creativebug in the General Interest e-newsletter, BookFlix in the Elementary School e-newsletter, and Brainfuse HelpNow in *The Prospector* ad for Prospect High School.
- 3) We distributed a press release for the second-floor renovation announcement, which was published in the *Journal & Topics* on September 17.
- 4) September video projects included routine program recordings and book unboxing uploads, along with a new Library Card Sign-up Month reel highlighting community engagement. Website updates focused on refining the Updates and About the Catalog pages and designing the layout for a Diwali youth blog post.
- 5) Social media engagement rose exponentially in September in comparison to August, driven by popular One Book, One Village and sorter videos on Facebook and Instagram. Top-performing posts included behind-the-scenes sorter clips, Library Card Sign-up Month and New Release Tuesday promos, and Tiny Art Show highlights, all contributing to increased views and reach across platforms.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Friends of the Mount Prospect Public Library

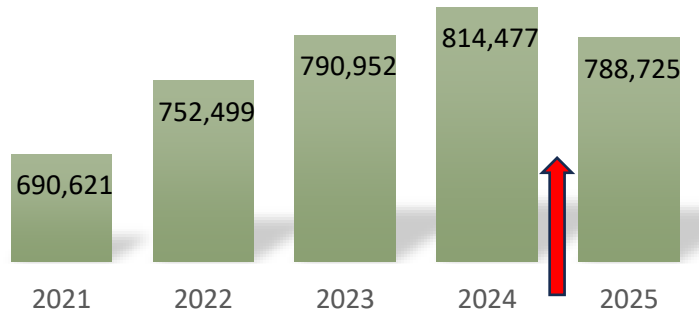
- 1) The Board approved the 2026 request for annual funding from the library.
- 2) The Board is considering donation options for the 2026 second floor renovation.
- 3) The October 18-19 fall book sale will feature Great Courses, British Mystery collections and sets, coffee table books, and model railroad magazines.

Mount Prospect Public Library Foundation

- 1) Board members are finalizing donations for the October Fall Raffle.
- 2) The Board is considering funding options for 2026 program support.
- 3) The Board is considering donation options for the 2026 second floor renovation.

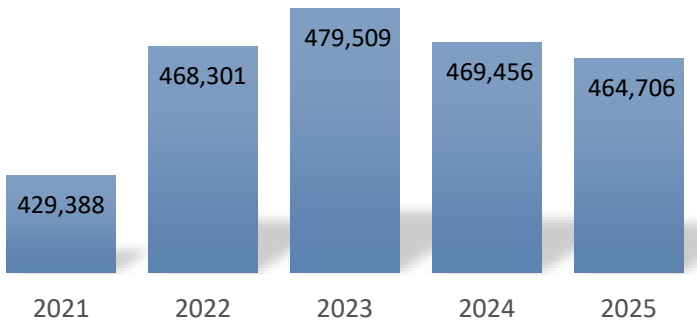
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Overall Circulation YTD

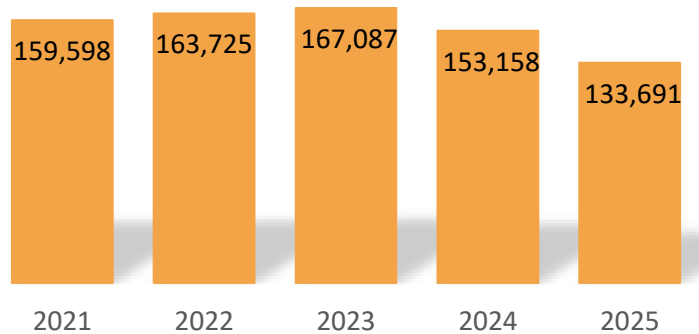


New ILS
Differences in statistics collection

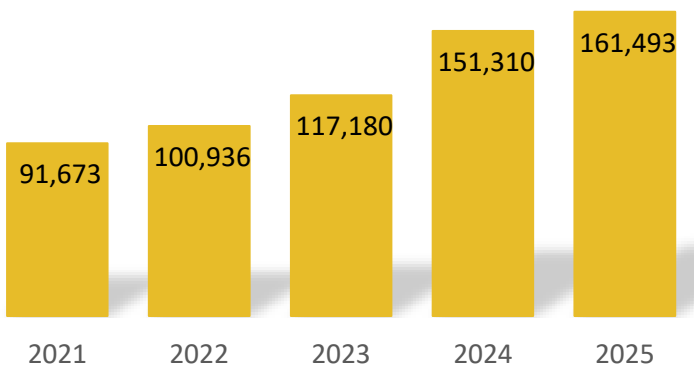
Book Circulation YTD



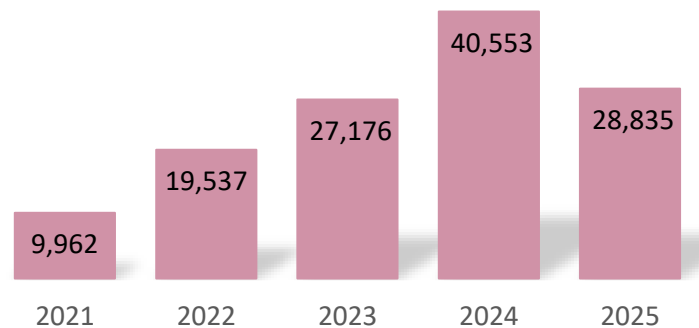
AV Circulation YTD



eMedia Circulation YTD

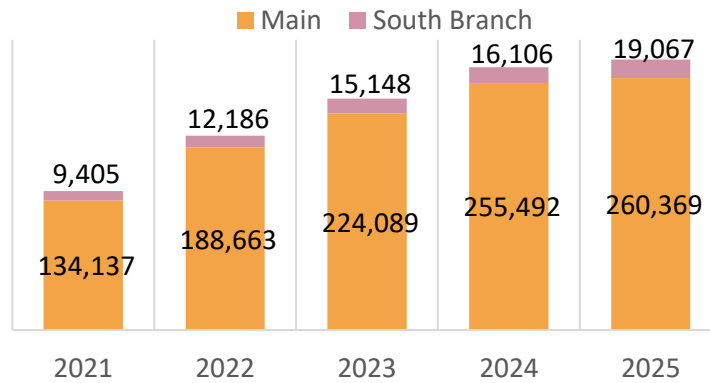


LoT Circulation YTD

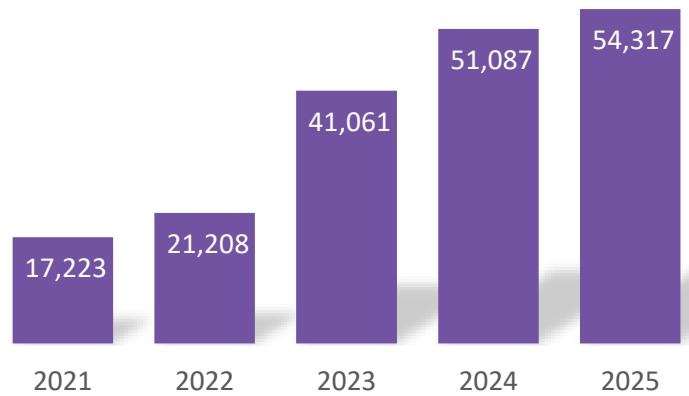


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

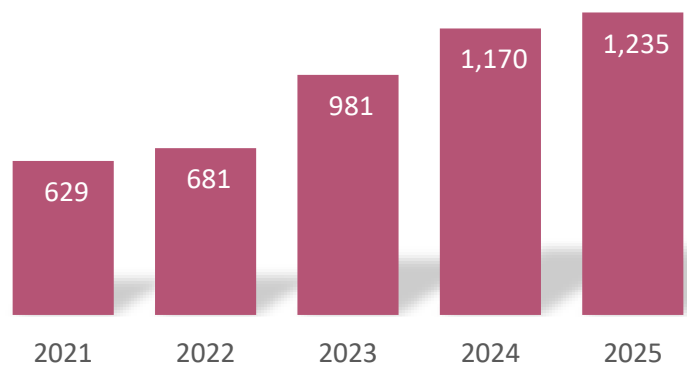
2025 Door Count - YTD



Program Attendance YTD

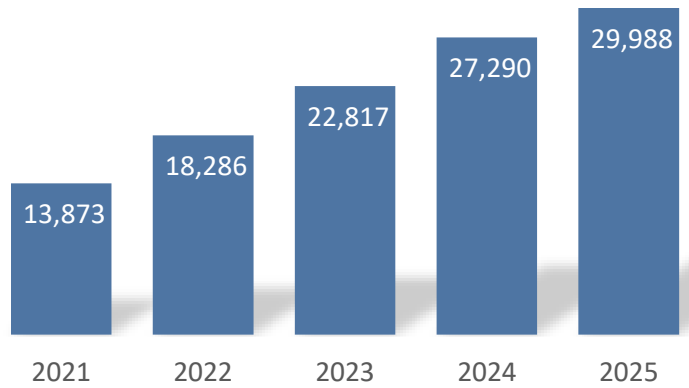


Number of Programs YTD

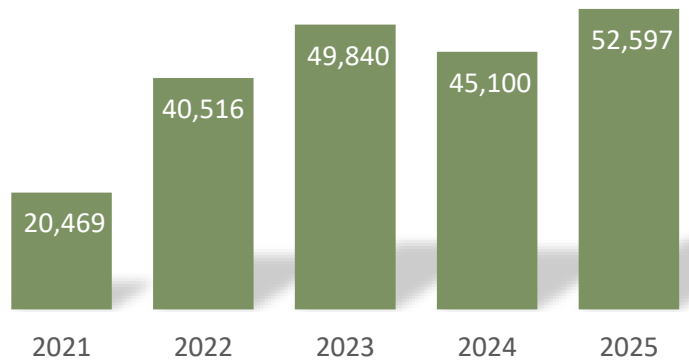


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

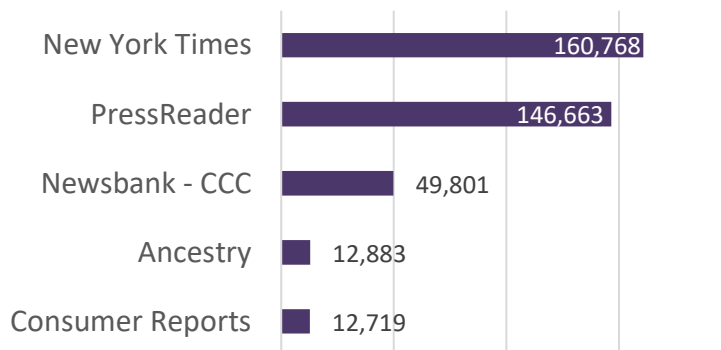
Public Computer Hours Usage YTD



Wireless Unique Users YTD

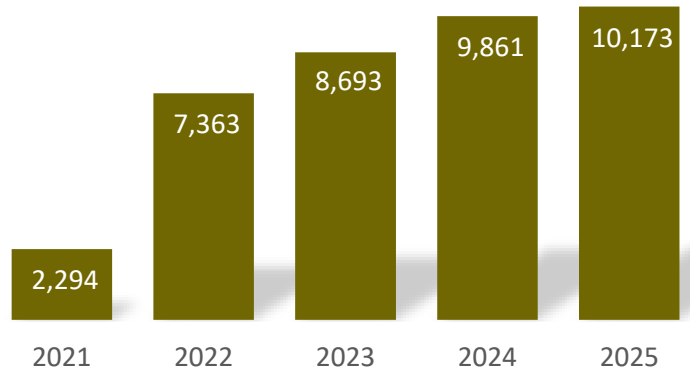


2025 YTD Top 5 Databases

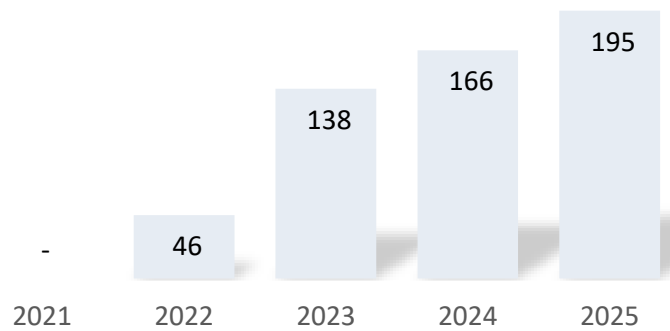


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

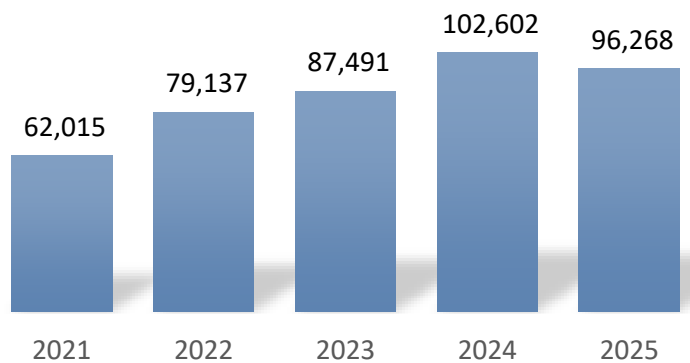
Study Room Usage YTD



Meeting Room Usage by Public YTD



Questions Answered YTD



Strategic Plan Progress Report

Items Completed in September 2025

1. **Library Card Campaign (B5B).** Create library card campaigns that target a variety of audiences and remove barriers to library sign up and use.
 - a. We developed a new campaign to coincide with September's "Library Card Sign-up Month." The campaign will include free giveaways, discounts at local businesses, and a special edition library card (Snoopy).
 - b. The results of the campaign were positive, with a 26% increase in new cards issued over the monthly average for 2025.
 - c. We will continue to create and implement library card campaigns over the coming years, but for the purposes of this strategic plan item, we are marking it completed.
2. **Marketing Plan (B5C).** Assess current communication efforts and identify a strategy to create and implement a marketing plan that is targeted and curated to best distribute information to the community. This strategic plan item also accommodates the Board's 2025 Executive Director goal to "develop and present a cohesive marketing and social media initiative that communicates the library offerings and resources to the Mount Prospect residents."
 - a. The Marketing Plan has been completed and was presented to the Board at the August 2025 meeting.
 - b. Staff are working to create a two-year implementation plan based on the recommendations, and progress will be reported in the monthly library activity reports going forward.

Selected In Progress Items

1. **2nd Floor Renovation (A1B).** Identify implementation timeline and funding of the facility Master Plan for the Main Library. This strategic plan item also includes signage audit/new signage (A2A) display and shelving audit/new items (A3A), and space for technology and makerspace resources (C2D).
 - a. We have completed the bid documentation phase and are on track with the general timeline of the project:
 - i. October 14 – Issue bids
 - ii. October 22 – Pre-bid walkthrough
 - iii. November 5 – Bid opening
 - iv. November 20 – Board review and approve bids
 - v. February – September 2026 construction
 - b. The LED retrofit project was started on October 6, and work has been progressing nicely. If all goes well, we are on target to be completed at the end of October.
 - c. We published the project web page that will provide information throughout the project: <https://mppl.org/about-us/updates/>.

Mount Prospect Public Library
2022-2027 Strategic Plan Implementation Progress

2. **Adult Programming.** In January 2025 the Board provided input and suggestions regarding adult programming. Programs that were held last month that respond to the suggestions are listed here:
- a. "How to Prepare for the Rising Cost of College" held on 9/8/25
 - b. "Cricut Design Space for Beginners" held on 9/17/25
 - c. "Resume Refresh" held on 9/18/25
 - d. "Tinkercad Basics" [for 3D printing] held on 9/22/25 (repeat from 3/11/2025)
 - e. "Coasting Through Maine" held on 9/25/25
 - f. "Starting a Business in Mount Prospect" held on 9/29/25 (repeat from 5/13/25)
 - g. YouTube recordings posted after the program was held:
 - i. "Fire in the Sky: Secrets of the Earth's Aurorae" September 2025 (30 views)
 - ii. "How to Prepare for the Rising Cost of College" September 2025 (12 views)
 - iii. "Mount Prospect Stories: Bandaging Up the Town" September 2025 (19 views)

MPPL Strategic Plan Status: September 2025

