

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

Regular Board Meeting
November 20, 2025, 6:00 p.m.

Meeting Room B

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **Approve Project B Second Floor Construction Bids, Josh Campanelli, Shales McNutt Construction (4-6)**
5. **Approve Project B Shelving and Collection Moving Project Bid (7)**
6. **Approve Project B Bernhardt Furniture Bid**
7. **Recognition of Staff and Volunteers**
 - a. Proclamation – Recognition of significant employee anniversaries **(8)**
 - b. Proclamation – Recognition of library volunteers **(9)**
8. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of October 16, 2025 **(10-12)**
 - b. October 2025 Bills and Financial Reports **(13-29)**
 - c. Acknowledge Per Capita Grant Application **(30-48)**
 - d. Cancel December 18, 2025 Regular Board Meeting
9. **Review/Approve Meeting and Study Room Policy (49-53)**
10. **Executive Director Report (3)**
 - a. October 2025 Library Activity Report **(54-63)**
 - b. Strategic Plan Update **(64)**
 - c. Review Executive Director annual evaluation timeline **(65)**
11. **Trustee Reports and Comments**
12. **Closed Session (66)**

As pursuant to 5 ILCS 120/2 (c) (21), discussion of minutes [and recordings] of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

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

13. Reconvene Open Session

Make determinations resulting from the closed session.

14. Upcoming Meetings and Events Calendar

- a. November 24 – Foundation Board Meeting – Kristine O’Sullivan
- b. December – Meet the Board – Kristine O’Sullivan
- c. December 2, 7:00 p.m. – Accept Teddy Bear Walk Proclamation from Village
- d. December 18, 6:00 p.m. – Regular Board Meeting – recommend cancel
- e. No Foundation Board Meeting held in December
- f. January – Meet the Board – Marie Bass
- g. January 15, 6:00 p.m. – Regular Board Meeting
 - i. 2025 Year End Financial Review
 - ii. Approve Village of Mount Prospect Ground Lease Resolution
- h. January 17-18 – Friends Book Sale
- i. January 26 – Foundation Board Meeting – Sylvia Haas

15. Adjournment

Mount Prospect Public Library
Board of Trustees

**Library Director Report
November 20, 2025**

1. **Approve Project B Bids.** This is agenda item numbers 4, 5, and 6. There are three separate bid packages presented to the Board for approval, all of which are part of the second floor renovation. In the board packet are Recommendation to Approve memos for the construction and moving bids, and the furniture bid recommendation will be available at the board meeting. Below is a summary:
 - a. **Construction Bids.** Our construction manager, Josh Campanelli from Shales McNutt Construction, will be in attendance to present the recommendations for the construction bids for the nine trades involved in the project.
 - b. **Shelving and Collection Moving Bid.** The most complicated part of the project is the moving of the collections on the second floor across the five phases. This includes moving hundreds of thousands of individual items as well as miles of shelving multiple times, all while maintaining access for patrons. Coordination and management of moving is an owner responsibility for this project, so the library conducted a separate bid.
 - c. **Furniture Bid.** The majority of the furniture for the project is being purchased under the TIPS and Omnia governmental purchasing contracts, which are pre-negotiated agreements between government entities and furniture suppliers for commercial-grade products at volume-discount prices. However, a small portion of the furniture comes from a manufacturer that does not participate in TIPS or Omnia, and so the library conducted a separate bid.
2. **Recognition of Staff and Volunteers.** This is agenda item number 7. Each November we take a moment at the board meeting to publicly recognize staff and volunteers for significant anniversaries for the year. We invite all the recipients, and everyone receives a signed copy of the proclamation.
3. **Approve Consent Agenda.** This is agenda item number 8. Any item on the consent agenda can be removed by request and discussed and voted on separately.
4. **Review/Approve Meeting and Study Room Policy.** This is agenda item number 9. This month we will review the Meeting and Study Room Policy. Please see the memo in the packet for a summary of the changes.
5. **Executive Director Annual Evaluation Timeline.** This is agenda item number 10. In September the Board discussed adjusting the timeline of the Executive Director's annual evaluation in order to encompass an entire calendar year. Included in the packet is a recommendation for the new timeline, which spans January and February 2026.
6. **Joint Boards Dinner Wrap Up**
The Joint Boards dinner was held on November 6, and 5 Library Board members, 3 Friends Board members, and 5 Foundation Board members attended. Feedback was positive, and a request has been submitted to have future events not on a Thursday evening.

November 13, 2025

Su Reynders
Executive Director
Mount Prospect Public Library
10 S Emerson Street
Mount Prospect, IL 60056

Re: Mount Prospect Public Library- 2026 2nd Floor Renovation Work

Subject: Recommendation to Award Bids

Dear Su:

Based on the bids received on November 5, 2025, we recommend awarding contracts to the following firms for the Mount Prospect Public Library 2026 2nd Floor Renovation Work with the Acceptance of Alternate #'s 1, 2, & 3 which are listed below:

<u>Bid Package</u>	<u>Description, Firm, and No. of Bids Received</u>	<u>Base Bid w/ Alt #'s 1, 2, & 3</u>
02A	Demolition Work – Johler Demolition (4 Bids)	\$49,450.00
06A	General Trades Work – Hargrave Builders (3 Bids)	\$735,450.00
09A	Metal Stud/Drywall Work – OPC Construction (3 bids)	\$178,520.00
09B	Painting Work – Oosterbaan & Sons Painting (4 bids)	\$73,690.00
09C	Acoustical Ceiling Work – Heitkotter (3 bids)	\$143,570.00
09D	Flooring Work – Premier Tile & Stone (8 bids)	\$390,000.00
21A	Fire Protection Work – Automatic Fire Protection (3 bids)	\$29,073.00
23A	HVAC Work – Jensen's Plumbing & Heating (9 Bids)	\$203,000.00
26A	Electrical Work – Ascend Electric (4 Bids)	\$840,887.00
TOTAL		\$2,643,640.00

With respect to these bid packages, we have reviewed the bids with each firm and confirmed that they appear to understand the scope, schedule, and requirements of the work. Each firm was pre-qualified for this work and has successfully completed similar work on other projects. We recommend approval of their bids as the lowest responsible bids. Bid tabulation sheets for each bid package from the November 5, 2025, bid opening with base bid amounts and alternate costs is attached.

The following alternates are included in the bids above. Alternate #'s 1, 2, & 3 have been accepted.

<u>No.</u>	<u>Description</u>	<u>Alternate Price</u>
1	Alternate Research Area Ceiling	\$ 138,538.00
2	Additional Slat Wall Copy/Print/Scan Area	\$ 37,000.00
3	Ceiling Tile Upgrade Teen Rooms	\$ 29,852.00

Please indicate the library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
SMC CONSTRUCTION SERVICES

Approved:
Mount Prospect Public Library

Josh Campanelli

Josh Campanelli
C.O.O.

Date: _____

Cc: Dan Porte, Product Architecture
Tiffany Nash, Product Architecture
Alex Krug, Product Architecture
Nicole Frohling, SMC Construction Services



Mount Prospect
Public Library

Mount Prospect Public Library
Interior Renovation - Level 2
With Alternate #'s 1, 2, & 3



Trade Item	Bid Amounts
Demolition - Johler Demolition	\$ 49,450
General Trades - Hargrave Builders	\$ 735,450
Metal Stud / Drywall - OPC Construction Group	\$ 178,520
Painting - Oosterbaan & Son	\$ 73,690
Acoustical Ceilings - Heitkotter	\$ 143,570
Flooring - Premier Tile & Stone	\$ 390,000
Fire Protection - Automatic Fire Systems	\$ 29,073
HVAC - Jensen's Plumbing & Heating	\$ 203,000
Electrical Contractor - Ascend Electric	\$ 840,887
Sub-Total	\$ 2,643,640
Construction Contingency	\$ 264,364
SMC Field/Office Administration	\$ 244,299
General Conditions	\$ 52,873
SMC - O&P/Insurance	\$ 205,734
Sub-Total	\$ 767,270
Preconstruction - SMC	\$ 42,424
Permit Allowance	\$ 5,000
Architectural Fees - Product	\$ 390,300
Furniture, Fixtures, Equipment Allowance	\$ 777,265
Moving - Hallett	\$ 194,500
Miscellaneous Owner Allowance	\$ 40,000
Interior Signage Allowance	\$ 25,000
Sub-Total	\$ 1,474,489
Project Total W/Hard Costs/Fees	\$ 4,885,399

11/13/2025

MEMO — PROJECT B MOVING BID RECOMMENDATION

Mount Prospect Public Library

To: Board of Trustees
From: Malachi Kohlwey, Finance and Facilities Director
Date: November 20, 2025
Re: Recommendation to Award Shelving and Collection Moving Bid

The shelving and collection moving project consists of moving shelving and materials through the five phases of renovation associated with Project B, to be conducted in 2026. This includes moving over 380,000 items and miles of shelving while remaining open to the public.

We received bid responses from four vendors:

On Demand Services LLC	\$453,088.79
Armstrong Relocation	\$451,221.00
Midwest Moving & Storage	\$315,355.00
Hallett Movers	\$194,500.00

Based on the bids received on November 4, 2025, we recommend awarding the contract to Hallet Movers as the lowest responsible bidder.

Approved:
Mount Prospect Public Library

Signature: _____
Date: _____

Mount Prospect Public Library
Board of Trustees

Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library employees as integral to the goals of the library; and

WHEREAS, the Board of Trustees appreciates the dedication of staff; and

WHEREAS, as a means to publicly honor and recognize individuals who celebrated significant employment anniversaries during 2025; and

THEREFORE, be it now resolved that on the 20th day of November 2025, the Board of Trustees publicly thank the following staff for their hard work and congratulate them on their years of employment with the Mount Prospect Public Library:

Thirty-Five Years	Janette Peterson
Twenty-Five Years	Darice Castino Michele Khan Donna Wilson
Twenty Years	Alison Horton
Fifteen Years	Janine Wisniewski
Ten Years	Jennifer Amling Angela Baker Chelsea Lord Jennifer Massa Catherine Simmons
Five Years	Joseph Graska

Kristine O’Sullivan, President
Mount Prospect Public Library
Board of Trustees

Mount Prospect Public Library
Board of Trustees

Proclamation

WHEREAS, the Board of Trustees of the Mount Prospect Public Library recognizes the work of Mount Prospect Public Library department volunteers as integral to the goals of the library; and

WHEREAS, the Board of Trustees appreciates the dedication of those volunteers; and

WHEREAS, as a means to publicly honor and recognize these individuals; and

THEREFORE, be it now resolved that on the 20th day of November 2025, the Board of Trustees publicly thank the following volunteers for their diligent work and willingness to give time in their busy lives to the Mount Prospect Public Library:

20 Years

Howard Harris

10 Years

Jamie James

Kristine O'Sullivan, President
Mount Prospect Public Library
Board of Trustees

**Regular Board Meeting
October 16, 2025
Minutes**

1. Call to Order

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

2. Roll Call

Present: Marie Bass, Mary Anne Benden, Sylvia Fulk, Brian Gilligan, Sylvia Haas, Andrea Shaeffer

Absent: Kristine O'Sullivan

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

Visitors: None

3. Public Comment

There was no public comment.

4. Consent Agenda

- a. Minutes of Regular Board Meeting of September 18, 2025
- b. September 2025 Bills and Financial Reports

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

5. Third Quarter Financial Review

Finance and Facilities Director Malachi Kohlwey reviewed the third quarter of 2025 revenue and expenditures and answered questions. He reported that the mailing of the second installment of the Cook County property tax bill has been delayed. He further noted that the library has sufficient reserves that will extend until the second installment payments arrive in late 2025 or early 2026.

6. Project B Second Floor Renovation Update

Executive Director Reynders provided an update on the 2026 Project B Second Floor renovation, outlining the project timeline and detailing the multiple changes and improvements. She also noted that a public awareness campaign is planned to inform the community about the renovation as it gets closer to the anticipated construction start date in February 2026. She reported that the bids for the project have been published,

and the public bid opening will be held November 5, 2025. Board will be asked to approve the recommended bids at the November 20 Regular Board meeting.

7. Review/Approve Identity Protection and Video Surveillance Policies

Trustees reviewed and discussed the Identity Protection Policy and the Video Surveillance Policy.

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

8. Review Public Library Standards for Per Capita Grant Requirement

Trustees reviewed the newly published Illinois Public Library Standards which is a requirement to receive our Per Capita Grant. Executive Director Reynders reported that the Per Capita Grant Application will include a summary of planned strategies for the core standards the library does not meet. The Illinois Public Library Standards application will be presented at the November 20 Regular Board meeting for Board approval.

9. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and answered questions.

10. Trustee Reports and Comments

Trustee Benden reported that she hosted a Meet the Board session on Friday, September 26.

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.

Motion was made by Trustee Benden and seconded by Trustee Bass to adjourn to closed session at 6:57 p.m. Voice vote carried.

12. Reconvene Open Session

Open session was reconvened at 7:01 p.m.

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
- 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

Motion was made by Trustee Shaeffer and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:06 p.m. Voice vote carried.

Sylvia M. Haas, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of October 31, 2025

Library General Fund	4,284,531.88
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,541,561.50
Debt Service Fund	0.00
Gift Fund	567,623.18
Total All Funds	\$ 12,509,762.82

Disbursements October 2025

\$ 861,948.72

Financial Summary

Fund Balances

Library General Fund	\$ 4,284,531.88
Annual Operating Budget 2025	\$ 11,413,210.00
General Fund - Months in Reserve	4.5
General Fund - Percent in Reserve	37.5%

YTD Spending Summary

- * We're on target with spending, and our YTD percentage expended is 79.3%
- * Last year at this time, we had expended 77.6%

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 10/31/2025

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Interest Income	\$18,350.59	\$0.00	\$21,456.73	\$0.00	\$0.00	\$39,807.32
Miscellaneous Fees	\$2,388.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,388.38
Friends Reimbursement	\$2,159.83	\$0.00	\$0.00	\$0.00	\$0.00	\$2,159.83
Foundation Reimbursement	\$597.96	\$0.00	\$0.00	\$0.00	\$0.00	\$597.96
Miscellaneous Income	\$22.71	\$0.00	\$0.00	\$0.00	\$655.83	\$678.54
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
Total Revenues	\$23,519.47	\$0.00	\$21,456.73	\$0.00	\$1,055.83	\$46,032.03
Expenses						
Salaries & Benefits	\$618,389.26	\$0.00	\$0.00	\$0.00	\$0.00	\$618,389.26
Management Expense	\$34,480.95	\$0.00	\$0.00	\$0.00	\$0.00	\$34,480.95
Operating Expense	\$36,622.86	\$0.00	\$0.00	\$0.00	\$699.51	\$37,322.37
Building Expense	\$41,900.83	\$0.00	\$0.00	\$0.00	\$0.00	\$41,900.83
Library Materials	\$72,443.66	\$0.00	\$0.00	\$0.00	\$0.00	\$72,443.66
Reimbursable Expense	\$3,586.59	\$0.00	\$0.00	\$0.00	\$0.00	\$3,586.59
Capital Outlay	\$0.00	\$0.00	\$121,883.65	\$0.00	\$0.00	\$121,883.65
Total Expenses	\$807,424.15	\$0.00	\$121,883.65	\$0.00	\$699.51	\$930,007.31
BEGINNING FUND BALANCE	\$5,068,436.56	\$2,116,046.26	\$5,641,988.42	\$0.00	\$567,266.86	\$13,393,738.10
NET SURPLUS/(DEFICIT)	(\$783,904.68)	\$0.00	(\$100,426.92)	\$0.00	\$356.32	(\$883,975.28)
ENDING FUND BALANCE	\$4,284,531.88	\$2,116,046.26	\$5,541,561.50	\$0.00	\$567,623.18	\$12,509,762.82

Mount Prospect Public Library

Revenue Report

For the Period Ended 10/31/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
Library Fund						
Property Taxes	\$0.00	\$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	\$18,350.59	\$196,353.20	\$100,000.00	(\$96,353.20)	196.35%	(96.35%)
Fees	\$2,358.38	\$20,431.06	\$18,250.00	(\$2,181.06)	111.95%	(11.95%)
For Sale Items	\$30.00	\$376.25	\$400.00	\$23.75	94.06%	5.94%
Miscellaneous Income	\$22.71	\$7,491.05	\$0.00	(\$7,491.05)	0.00%	0.00%
Friends Reimbursement	\$2,159.83	\$28,239.46	\$44,400.00	\$16,160.54	63.60%	36.40%
Foundation Reimbursement	\$597.96	\$9,054.32	\$11,200.00	\$2,145.68	80.84%	19.16%
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	\$23,519.47	\$6,160,606.87	\$11,408,210.00	\$5,247,603.13	54.00%	46.00%
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	\$21,456.73	\$229,999.24	\$0.00	(\$229,999.24)	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	\$21,456.73	\$229,999.24	\$0.00	(\$229,999.24)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 10/31/2025

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$655.83	\$1,128.97	\$5,000.00	\$3,871.03	22.58%	77.42%
Donations	\$400.00	\$1,345.64	\$0.00	(\$1,345.64)	0.00%	0.00%
Total Gift Fund	\$1,055.83	\$2,474.61	\$5,000.00	\$2,525.39	49.49%	50.51%

Mount Prospect Public Library

Expense Report

For the Period Ended 10/31/2025

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$489,053.01	\$4,858,130.60	\$6,065,713.00	\$1,207,582.40	80.09%	19.91%
IMRF	\$29,485.36	\$293,082.22	\$365,463.00	\$72,380.78	80.19%	19.81%
MC/FICA	\$35,071.24	\$349,627.90	\$461,583.00	\$111,955.10	75.75%	24.25%
Medical Insurance	\$64,635.24	\$665,973.90	\$795,000.00	\$129,026.10	83.77%	16.23%
Life Insurance	\$144.41	\$1,507.16	\$3,000.00	\$1,492.84	50.24%	49.76%
Unemployment Compensation Tax	\$0.00	\$6,186.50	\$7,000.00	\$813.50	88.38%	11.62%
Total Salaries & Benefits	\$618,389.26	\$6,174,508.28	\$7,697,759.00	\$1,523,250.72	80.21%	19.79%
Management Expenses						
Audit	\$0.00	\$5,800.00	\$6,600.00	\$800.00	87.88%	12.12%
Legal Fees	\$1,912.50	\$14,606.65	\$10,000.00	(\$4,606.65)	146.07%	(46.07%)
Printing	\$15,721.41	\$89,984.31	\$100,000.00	\$10,015.69	89.98%	10.02%
Marketing	\$2,152.57	\$58,604.10	\$100,800.00	\$42,195.90	58.14%	41.86%
Professional Dues	\$940.00	\$10,175.00	\$14,500.00	\$4,325.00	70.17%	29.83%
Board Development	\$0.00	\$1,463.35	\$3,100.00	\$1,636.65	47.20%	52.80%
Human Resources	\$9,903.84	\$111,122.83	\$174,400.00	\$63,277.17	63.72%	36.28%
Other Operating	\$3,850.63	\$15,132.48	\$42,655.00	\$27,522.52	35.48%	64.52%
Total Management Expenses	\$34,480.95	\$306,888.72	\$452,055.00	\$145,166.28	67.89%	32.11%
Operating Expenses						
Telecommunications	(\$365.55)	\$41,077.80	\$34,900.00	(\$6,177.80)	117.70%	(17.70%)
Insurance	\$0.00	\$101,247.90	\$105,000.00	\$3,752.10	96.43%	3.57%
Office Supplies	\$2,576.88	\$18,842.27	\$30,050.00	\$11,207.73	62.70%	37.30%
Library Supplies	\$1,469.85	\$14,495.84	\$25,500.00	\$11,004.16	56.85%	43.15%
Postage	\$4,170.62	\$22,755.62	\$34,000.00	\$11,244.38	66.93%	33.07%
Contract Services	\$24,722.92	\$131,855.94	\$118,600.00	(\$13,255.94)	111.18%	(11.18%)
Software	\$4,048.14	\$95,225.75	\$141,375.00	\$46,149.25	67.36%	32.64%
Total Operating Expenses	\$36,622.86	\$425,501.12	\$489,425.00	\$63,923.88	86.94%	13.06%

Mount Prospect Public Library

Expense Report

For the Period Ended 10/31/2025

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Building Expenses						
Building Maintenance	\$6,533.53	\$159,303.23	\$156,710.00	(\$2,593.23)	101.65%	(1.65%)
Hardware & System Maintenance	\$5,982.09	\$152,305.64	\$148,525.00	(\$3,780.64)	102.55%	(2.55%)
Janitorial	\$5,438.04	\$61,695.85	\$79,300.00	\$17,604.15	77.80%	22.20%
Equipment	\$21,343.53	\$123,169.52	\$192,220.00	\$69,050.48	64.08%	35.92%
Utilities	\$2,603.64	\$38,429.95	\$47,951.00	\$9,521.05	80.14%	19.86%
Total Building Expenses	<u>\$41,900.83</u>	<u>\$534,904.19</u>	<u>\$624,706.00</u>	<u>\$89,801.81</u>	<u>85.62%</u>	<u>14.38%</u>
Services and Resources						
Adult Print	\$13,641.39	\$149,602.51	\$256,800.00	\$107,197.49	58.26%	41.74%
Adult AV	\$3,787.25	\$23,673.21	\$33,400.00	\$9,726.79	70.88%	29.12%
Youth Print	\$13,829.63	\$106,610.16	\$177,800.00	\$71,189.84	59.96%	40.04%
Youth AV	\$2,429.85	\$17,568.02	\$24,000.00	\$6,431.98	73.20%	26.80%
Magazines	\$4,633.55	\$22,507.58	\$18,600.00	(\$3,907.58)	121.01%	(21.01%)
Electronic Resources	\$4,394.54	\$116,890.25	\$190,000.00	\$73,109.75	61.52%	38.48%
Digital Media	\$18,465.43	\$295,550.58	\$338,065.00	\$42,514.42	87.42%	12.58%
E-Learning	\$0.00	\$42,792.19	\$50,000.00	\$7,207.81	85.58%	14.42%
Library of Things	\$2,327.10	\$56,634.68	\$75,000.00	\$18,365.32	75.51%	24.49%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$1,794.07	\$31,430.77	\$28,000.00	(\$3,430.77)	112.25%	(12.25%)
Programs	\$7,140.85	\$71,983.84	\$101,300.00	\$29,316.16	71.06%	28.94%
Total Services and Resources	<u>\$72,443.66</u>	<u>\$935,911.99</u>	<u>\$1,293,665.00</u>	<u>\$357,753.01</u>	<u>72.35%</u>	<u>27.65%</u>
Transfers						
	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$800,000.00</u>	<u>\$800,000.00</u>	<u>0.00%</u>	<u>100.00%</u>
Total Transfers	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$800,000.00</u>	<u>\$800,000.00</u>	<u>0.00%</u>	<u>100.00%</u>
Sponsored Expenses						
Foundation Expenses	\$1,630.17	\$10,057.29	\$11,200.00	\$1,142.71	89.80%	10.20%
Friends Expenses	\$1,956.42	\$30,229.38	\$44,400.00	\$14,170.62	68.08%	31.92%
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>\$3,586.59</u>	<u>\$40,286.67</u>	<u>\$55,600.00</u>	<u>\$15,313.33</u>	<u>72.46%</u>	<u>27.54%</u>

Mount Prospect Public Library

Expense Report

For the Period Ended 10/31/2025

		<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Total Library Fund		\$807,424.15	\$8,418,000.97	\$11,413,210.00	\$2,995,209.03	73.76%	26.24%
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	\$121,883.65	\$370,425.73	\$687,232.00	\$316,806.27	53.90%	46.10%
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		\$121,883.65	\$370,425.73	\$687,232.00	\$316,806.27	53.90%	46.10%
<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	\$699.51	\$8,156.56	\$50,000.00	\$41,843.44	16.31%	83.69%
300-7060-99	Circulating Materials	\$0.00	\$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		\$699.51	\$8,244.54	\$50,000.00	\$41,755.46	16.49%	83.51%

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/01/2025	AMAZON	\$4.99
10/01/2025	AMAZON	\$134.50
10/01/2025	ZOOM	\$208.00
10/01/2025	LANDS' END	\$98.77
10/01/2025	AMAZON	\$28.50
10/01/2025	AMAZON	\$13.28
10/01/2025	FIVE BELOW	\$48.00
10/01/2025	GOVERNMENT FINANCE O	\$500.00
10/01/2025	4-IMPRINT	\$348.27
10/01/2025	AMAZON	\$269.00
10/02/2025	WOODFOREST ACCEPTANC	\$15.64
10/02/2025	AMAZON	\$38.94
10/02/2025	AMAZON	\$33.00
10/02/2025	AMAZON	\$69.00
10/02/2025	USPS	\$7.79
10/02/2025	USPS	\$5.70
10/02/2025	AMAZON	\$8.99
10/02/2025	AMAZON	\$8.99
10/02/2025	AMAZON	\$2.99
10/02/2025	DISNEY	\$29.99
10/02/2025	NETFLIX	\$17.99
10/02/2025	FUN EXPRESS	\$129.83
10/03/2025	B2B TECHNOLOGIES	\$422.50
10/03/2025	BAKER & TAYLOR, INC.	\$1090.97
10/03/2025	CANINE DETECTION & I	\$1650.00
10/03/2025	CHILDREN'S PLUS INC.	\$735.24
10/03/2025	ELM USA, INC.	\$54.95
10/03/2025	INGRAM	\$1182.88
10/03/2025	KAREN CHAN FINANCIAL	\$325.00
10/03/2025	L.W. MECHANICAL SERV	\$2450.00
10/03/2025	NATYA DANCE THEATRE	\$900.00
10/03/2025	OVERDRIVE, INC.	\$1435.72
10/03/2025	PLAYAWAY PRODUCTS LL	\$310.20
10/03/2025	VILLAGE OF MOUNT PRO	\$8744.25
10/03/2025	W. W. GRAINGER, INC.	\$26.40
10/03/2025	WAREHOUSE DIRECT	\$609.17
10/03/2025	AMAZON	\$141.55
10/03/2025	AMAZON	\$32.47

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/03/2025	ComplianceSigns.com	\$68.16
10/03/2025	WALMART	\$49.90
10/03/2025	AMAZON	\$8.99
10/03/2025	AMAZON	\$8.99
10/03/2025	AMAZON	\$9.99
10/05/2025	VOXTELESYS INC	\$81.70
10/05/2025	MICROSOFT	\$44.00
10/05/2025	AMAZON	\$8.99
10/05/2025	AMAZON	\$8.99
10/05/2025	AMAZON	\$8.99
10/05/2025	AMAZON	\$8.99
10/05/2025	AMAZON	\$8.99
10/05/2025	AMAZON	\$8.99
10/05/2025	AMAZON	\$8.99
10/05/2025	NETFLIX	\$17.99
10/05/2025	NETFLIX	\$17.99
10/05/2025	NETFLIX	\$17.99
10/05/2025	NETFLIX	\$17.99
10/05/2025	ILLINOIS LIBRARY AS	\$110.00
10/05/2025	Home Goods	\$87.92
10/05/2025	MARSHALL'S	\$97.91
10/05/2025	T.J. MAXX	\$20.79
10/06/2025	USPS	\$5.41
10/06/2025	AMAZON	\$8.99
10/06/2025	MISS LIZ'S BARTENDIN	\$200.00
10/06/2025	MICHAELS STORES	\$26.97
10/06/2025	Home Goods	\$7.71
10/06/2025	MARSHALL'S	\$16.49
10/06/2025	AMAZON	\$60.61
10/07/2025	AMAZON	\$109.00
10/07/2025	CALAMEO INC	\$168.00
10/07/2025	NETFLIX	\$17.99
10/07/2025	NETFLIX	\$17.99
10/07/2025	NETFLIX	\$17.99
10/07/2025	USPS	\$11.04
10/07/2025	USPS	\$12.67
10/07/2025	UPRINTING	\$192.57
10/07/2025	AMAZON	\$79.84

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/07/2025	AMAZON	\$71.80
10/07/2025	AMAZON	\$9.99
10/08/2025	AT&T ACH	\$3416.61
10/08/2025	AMAZON	\$40.53
10/08/2025	JEWEL OSCO	\$15.98
10/08/2025	USPS	\$6.17
10/08/2025	MARSHALL'S	\$12.99
10/09/2025	AT&T ACH	\$763.74
10/09/2025	AMAZON	\$16.99
10/09/2025	AMAZON	\$2.99
10/09/2025	DISNEY	\$29.99
10/09/2025	NETFLIX	\$17.99
10/09/2025	AMAZON	\$18.84
10/09/2025	AMAZON	\$30.08
10/09/2025	USPS	\$539.75
10/09/2025	USPS	\$9.60
10/09/2025	PLAYAWAY PRODUCTS LL	\$849.90
10/09/2025	ONLINE LABELS, INC	\$525.05
10/09/2025	CHOMPSHOP	\$375.00
10/09/2025	LAKESHORE LEARNING M	\$5171.55
10/10/2025	AMERICAN LANDSCAPING	\$800.00
10/10/2025	BAKER & TAYLOR, INC.	\$279.11
10/10/2025	BOKEUM MOON	\$400.00
10/10/2025	BRET GRASSE	\$500.00
10/10/2025	GAYLORD BROTHERS INC	\$63.00
10/10/2025	INGRAM	\$1387.95
10/10/2025	OVERDRIVE, INC.	\$15093.26
10/10/2025	ROSA M ZILINSKAS	\$300.00
10/10/2025	ROTARY CLUB OF RIVER	\$200.00
10/10/2025	SCHOLASTIC LIBRARY P	\$2044.40
10/10/2025	TeleCurve, LLC	\$535.00
10/10/2025	THE GREAT BOODINI	\$500.00
10/10/2025	WAREHOUSE DIRECT	\$522.00
10/10/2025	BOKEUM MOON	\$400.00
10/10/2025	THE HOME DEPOT CRC	\$212.17
10/10/2025	EMPLOYEE BENEFITS CO	\$1468.39
10/10/2025	Payroll 2025-1010-2	\$154954.83
10/10/2025	Payroll 2025-1010-2	\$58367.53

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/10/2025	MOBILE BEACON	\$240.00
10/10/2025	AMAZON	\$8.99
10/10/2025	USPS	\$17.39
10/10/2025	SMARTPRESS.COM	\$1265.33
10/10/2025	AMAZON	\$69.00
10/10/2025	AMAZON	\$69.00
10/12/2025	AMAZON	\$29.99
10/12/2025	AMAZON	\$9.59
10/12/2025	GODADDY.COM, LLC	\$959.76
10/12/2025	WALMART	\$76.32
10/12/2025	USPS	\$6.49
10/12/2025	AMAZON	\$144.66
10/12/2025	KHEPRI KITCHEN+ COFF	\$113.21
10/12/2025	AMAZON	\$39.88
10/12/2025	AMAZON	\$39.88
10/12/2025	REMARKABLE	\$29.00
10/13/2025	NETFLIX	\$17.99
10/13/2025	NETFLIX	\$17.99
10/13/2025	NETFLIX	\$17.99
10/13/2025	NETFLIX	\$17.99
10/13/2025	AMAZON	\$34.43
10/13/2025	AMAZON	\$27.28
10/14/2025	SHELL OIL COMPANY	\$40.93
10/14/2025	REPUBLIC SERVICES #5	\$317.30
10/14/2025	ICMA RETIREMENT TRUS	\$6015.88
10/14/2025	AMAZON	\$8.99
10/14/2025	AMAZON	\$2.99
10/14/2025	AMAZON	\$5.99
10/14/2025	DISNEY	\$29.99
10/14/2025	DOLLAR TREE	\$3.75
10/14/2025	AMAZON	\$33.48
10/14/2025	UPRINTING	\$252.54
10/14/2025	EBAY INC	\$16.45
10/14/2025	ETSY	\$165.59
10/14/2025	AMERICAN LIBRARY AS	\$130.00
10/14/2025	AMAZON	\$149.76
10/14/2025	AMAZON	\$32.84
10/15/2025	POSTMASTER	\$2722.39

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/15/2025	MICHAELS STORES	\$20.96
10/15/2025	USPS	\$6.17
10/15/2025	MEETUP	\$299.99
10/15/2025	AMAZON	\$22.18
10/15/2025	AMAZON	\$39.88
10/15/2025	BARRONS	\$29.99
10/15/2025	CHICAGO SUN TIMES	\$60.83
10/16/2025	AMAZON	\$134.50
10/16/2025	AMAZON	\$134.50
10/16/2025	AMAZON	\$2.99
10/16/2025	CC-GROUND TRANSPORTA	\$15.00
10/16/2025	CC-MEALS	\$33.31
10/16/2025	AMAZON	\$75.97
10/16/2025	AMAZON	\$50.88
10/16/2025	AMAZON	\$170.99
10/16/2025	AMAZON	\$9.08
10/16/2025	CC-MEALS	\$151.83
10/16/2025	USPS	\$6.34
10/16/2025	LAKESHORE LEARNING M	\$14.45
10/16/2025	WALMART	\$34.95
10/16/2025	CC-GROUND TRANSPORTA	\$15.00
10/16/2025	CC-GROUND TRANSPORTA	\$15.00
10/17/2025	CINTAS #22	\$247.15
10/17/2025	DEMCO	\$1621.41
10/17/2025	FAYE LEVIN-O'LEARY	\$200.00
10/17/2025	FORTÉ	\$762.50
10/17/2025	GAMBINO LANDSCAPING	\$305.00
10/17/2025	ILLINOIS DEPARTMENT	\$896.60
10/17/2025	MENARDS	\$38.38
10/17/2025	STAPLES BUSINESS ADV	\$724.69
10/17/2025	TERMINIX COMMERCIAL	\$121.71
10/17/2025	TRU GREEN-CHEM LAWN	\$93.64
10/17/2025	W. W. GRAINGER, INC.	\$99.84
10/17/2025	WAREHOUSE DIRECT	\$35.07
10/17/2025	WORLD TRADE PRESS	\$1260.72
10/17/2025	JIMMY JOHNS	\$85.62
10/17/2025	CC-GROUND TRANSPORTA	\$15.00
10/17/2025	CC-GROUND TRANSPORTA	\$15.00

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/17/2025	AMAZON	\$19.59
10/17/2025	AMERICAN LIBRARY AS	\$215.00
10/17/2025	AMAZON	\$2.99
10/17/2025	CC-MEALS	\$134.00
10/17/2025	PLA	\$364.00
10/17/2025	AMAZON	\$8.99
10/17/2025	AMAZON	\$8.99
10/17/2025	AMAZON	\$20.45
10/17/2025	CC-GROUND TRANSPORTA	\$15.00
10/17/2025	CC-GROUND TRANSPORTA	\$15.00
10/19/2025	PLA	\$364.00
10/19/2025	AQUENT LLC	\$329.00
10/19/2025	AMAZON	\$91.96
10/19/2025	USPS	\$12.76
10/19/2025	PLA	\$364.00
10/19/2025	SKY & TELESCOPE	\$59.46
10/19/2025	AMAZON	\$37.04
10/19/2025	CC-GROUND TRANSPORTA	\$15.00
10/19/2025	AMERICAN LIBRARY AS	\$215.00
10/19/2025	CC-GROUND TRANSPORTA	\$15.00
10/20/2025	PET BENEFIT SOLUTION	\$60.50
10/20/2025	COMCAST BUSINESS	\$262.40
10/20/2025	LINKTREE	\$90.00
10/20/2025	HBO	\$29.99
10/20/2025	HBO	\$29.99
10/20/2025	AMAZON	\$58.67
10/20/2025	AMAZON	\$14.39
10/20/2025	AMAZON	\$797.94
10/20/2025	AMAZON	\$43.69
10/20/2025	AMAZON	\$325.89
10/21/2025	DUNKIN DONUTS	\$15.99
10/21/2025	PLA	\$364.00
10/21/2025	PLA	\$364.00
10/21/2025	HBO	\$29.99
10/21/2025	HBO	\$29.99
10/21/2025	HBO	\$29.99
10/21/2025	AMAZON	\$138.99
10/21/2025	AMAZON	\$48.51

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/22/2025	VISTAPRINT	\$140.98
10/22/2025	VOXTELESYS INC	\$648.12
10/22/2025	AMAZON	\$158.87
10/22/2025	OpenAI	\$20.00
10/22/2025	HBO	\$32.99
10/22/2025	HBO	\$32.99
10/22/2025	HBO	\$32.99
10/22/2025	HBO	\$32.99
10/22/2025	HBO	\$32.99
10/22/2025	HBO	\$32.99
10/22/2025	HBO	\$32.99
10/22/2025	HBO	\$32.99
10/22/2025	USPS	\$10.98
10/22/2025	AMAZON	\$29.87
10/22/2025	WALL STREET JOURNAL	\$64.99
10/22/2025	AMAZON	\$24.49
10/22/2025	INVESTORS BUSINESS D	\$389.00
10/23/2025	VERIZON WIRELESS	\$408.69
10/23/2025	TARGET	\$180.00
10/23/2025	VISTAPRINT	\$35.97
10/23/2025	AMAZON	\$8.99
10/23/2025	NETFLIX	\$17.99
10/23/2025	JEWEL OSCO	\$15.98
10/23/2025	AMERICAN LIBRARY AS	\$270.00
10/23/2025	PLA	\$364.00
10/23/2025	NETFLIX	\$17.99
10/23/2025	USPS	\$3.28
10/23/2025	4-IMPRINT	\$1426.39
10/23/2025	WALMART	\$24.68
10/23/2025	DELL MARKETING L.P.	\$13767.18
10/23/2025	SPOTIFY	\$19.99
10/23/2025	AMAZON	\$24.95
10/24/2025	ACCURATE EMPLOYMENT	\$180.02
10/24/2025	AMAZON	\$49.98
10/24/2025	ANDERSON LOCK CO. LT	\$50.88
10/24/2025	BAKER & TAYLOR, INC.	\$414.38
10/24/2025	CAREY ELECTRIC CONTR	\$5338.00
10/24/2025	CHILDREN'S PLUS INC.	\$41.10

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

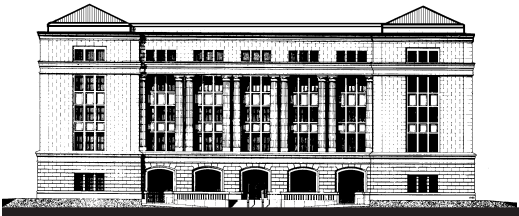
Date	Source	Amount
10/24/2025	CRYSTAL MAINTENANCE	\$3515.00
10/24/2025	DEBRA L LINDAHL	\$250.00
10/24/2025	FAMBRO MANAGEMENT LL	\$280.00
10/24/2025	IMAGE SPECIALTIES OF	\$22.00
10/24/2025	IMAGE SYSTEMS & BUSI	\$480.79
10/24/2025	INGRAM	\$4314.67
10/24/2025	INTEGRATED CONTROL T	\$8296.00
10/24/2025	KANOPY, INC.	\$863.00
10/24/2025	MIDWEST TAPE	\$6525.00
10/24/2025	MORTON-JAMES PUBLIC	\$36.00
10/24/2025	MURPHY SECURITY SOLU	\$4895.00
10/24/2025	OVERDRIVE, INC.	\$301.98
10/24/2025	PEREGRINE, STIME, NE	\$1912.50
10/24/2025	SHAKESPEARE PROJECT	\$1250.00
10/24/2025	SUPERIOR INDUSTRIAL	\$327.00
10/24/2025	THOMSON REUTERS - WE	\$1333.54
10/24/2025	VILLAGE OF MOUNT PRO	\$1611.54
10/24/2025	WAREHOUSE DIRECT	\$962.87
10/24/2025	EMPLOYEE BENEFITS CO	\$1468.39
10/24/2025	AMAZON	\$32.95
10/24/2025	DOLLAR TREE	\$27.52
10/24/2025	COSTCO	\$380.43
10/24/2025	USPS	\$13.46
10/26/2025	AMAZON	\$420.98
10/26/2025	AMAZON	\$53.49
10/26/2025	WALMART	\$27.10
10/26/2025	JEWEL OSCO	\$222.88
10/26/2025	AMAZON	\$32.27
10/26/2025	NETFLIX	\$17.99
10/26/2025	USPS	\$17.78
10/26/2025	AMAZON	\$21.29
10/26/2025	KD MARKET	\$23.40
10/27/2025	AFLAC	\$181.92
10/27/2025	ICMA RETIREMENT TRUS	\$5977.25
10/27/2025	Payroll 2025-1027	\$152208.19
10/27/2025	Payroll 2025-1027	\$57343.96
10/27/2025	CALLING POST COMMUNI	\$9.99
10/28/2025	OpenAI	\$20.00

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/28/2025	AMAZON	\$51.87
10/28/2025	AMAZON	\$137.97
10/28/2025	VOXTELESYS INC	\$4.53
10/28/2025	GREEK FEAST	\$32.02
10/28/2025	USPS	\$4.49
10/28/2025	AMAZON	\$67.96
10/29/2025	VENTRA	\$216.00
10/29/2025	VILLAGE OF MOUNT PRO	\$94893.15
10/29/2025	VILLAGE OF MOUNT PRO	\$52035.53
10/29/2025	VILLAGE OF MOUNT PRO	\$96.00
10/29/2025	AMAZON	\$2.20
10/29/2025	AMAZON	\$9.89
10/29/2025	AMAZON	\$275.94
10/29/2025	ETSY	\$233.83
10/29/2025	AMAZON	\$24.82
10/29/2025	USPS	\$5.87
10/29/2025	BARNES & NOBLE	\$53.84
10/29/2025	AMAZON	\$138.99
10/30/2025	AMAZON	\$40.80
10/30/2025	AMAZON	\$297.20
10/30/2025	PLA	\$364.00
10/30/2025	TREZEROS KITCHEN	\$271.99
10/30/2025	BANK SUPPLIES	\$56.60
10/30/2025	ETSY	\$93.61
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	AMAZON	\$2.99
10/30/2025	USPS	\$9.31
10/30/2025	CHICAGO TRIBUNE	\$260.00
10/31/2025	ALERT PROTECTIVE INC	\$581.25
10/31/2025	AMAZON	\$9512.80

Mount Prospect Public Library
Transactions - Bank and Credit Card Charges
For the Period Ended 10/31/2025

Date	Source	Amount
10/31/2025	BAKER & TAYLOR, INC.	\$994.48
10/31/2025	COMBINED ROOFING SER	\$2302.74
10/31/2025	COX SUBSCRIPTIONS, I	\$2539.95
10/31/2025	FILTER SERVICES INC	\$1131.36
10/31/2025	INGRAM	\$2842.91
10/31/2025	KIMBERLY J MCIVER	\$384.00
10/31/2025	NICHOLAS TANZI	\$4000.00
10/31/2025	OVERDRIVE, INC.	\$862.53
10/31/2025	PRODUCT LLC	\$100283.68
10/31/2025	STACKS CONSULTING GR	\$3389.65
10/31/2025	STARR CHIEF EAGLE	\$720.00
10/31/2025	VARIETY VENDORS	\$189.20
10/31/2025	W. W. GRAINGER, INC.	\$38.38
10/31/2025	FRIENDS OF THE MPPL	\$236.75
10/31/2025	EMPLOYEE BENEFITS CO	\$116.85
10/31/2025	CONSTELLATION NEW EN	\$992.10
10/31/2025	COSTCO	\$50.97
10/31/2025	ZOOM	\$208.00
10/31/2025	COSTCO	\$55.84
10/31/2025	JEWEL OSCO	\$47.97
10/31/2025	AMAZON	\$215.76
10/31/2025	CHICAGO TRIBUNE	\$600.00
		<u>\$861948.72</u>



ALEXI GIANNOULIAS • Secretary of State & State Librarian
Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796
ilsos.gov

Illinois State Library

ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION

Certification of Eligibility

It is the policy of the State to encourage and protect the freedom of libraries and library systems to acquire materials without external limitation and to be protected against attempts to ban, remove, or otherwise restrict access to books or other materials. Pursuant to 75 ILCS 10/ Illinois Library System Act and 23 Ill. Adm. Code 3035.110.

As the duly authorized representative of the library, by entering my name below, I certify that the applicant library:

☐ **Has adopted the American Library Association's Library Bill of Rights** that indicates materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Or, in the alternative,

☐ **Is providing a written policy or procedure, approved and in force at the applicant library(s)**, declaring the inherent authority of the library to provide an adequate collection of books and other materials sufficient in size and varied in kind and subject matter to satisfy the library needs of students or patrons served and prohibit the practice of banning specific books or resources.

I also certify that at the request of the State Librarian, the library agrees to provide the Illinois State Library with any final decision for reconsideration of library materials during the term of the grant award.

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Date: _____

Illinois Public Library Per Capita and Equalization Aid Grants

As required by The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (a)(2)(I) and (J)), to be eligible for funding, the applying public library must meet the definition of a library and public library, and be recognized by the Illinois State Library as a full member of an Illinois library system, which includes completion of the most recent Illinois Public Library Annual Report (IPLAR).

The Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by the Illinois Library Systems Act (75 ILCS 10/8 and 10/8.1) and Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received because of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records directly related to this grant.

Legal Name of Library: _____

Library's Control Number: _____ Branch Number: _____ Today's Date: _____

Contact information of the person completing this grant application:

Prefix: _____ First Name: _____ Last Name: _____
(e.g., Mr., Ms., Mx., Dr., etc)

Title: _____ Pronouns: _____ Phone Number: _____

Email Address: _____

Library's mailing address to receive grant payments:

Address 1: _____

Address 2: _____

City: _____ State: _____ ZIP + 4: _____

By checking this box, I certify: 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statements or claims may be subject to civil, criminal or administrative penalties.

Service Area Population _____

Please use the Illinois Public Library Service Area Map to obtain the most accurate service area population.

Changes in the population count or the library's service require documentation and supporting information. Contact the Illinois State Library to document this change. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Part I. Review of Illinois Public Library Standards

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with performance levels below the Core Standards must raise or improve its performance levels in relation to the standards according to the objectives, time frames, and priorities the library shall state in the application, and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of each of the 12 topics described the Illinois Public Library Standards. To complete this application, refer to the chart within each topic and indicate the level at which your library meets each standard (Core, Intermediate, or Advanced).

1.) Access

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

2.) Advocacy and Community Engagement

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

3.) Buildings and Grounds

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

4.) Collection Management

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

5.) Finance and Budget

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

6.) Governance and Administration

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

7.) Human Resources

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

8.) Information Services

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

9.) Marketing and Promotion

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

10.) Programming

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

11.) Safety and Emergency Preparedness

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

12.) Technology

☐ Library meets all Core Standards

If your library does not meet one or more of the Core Standards, please summarize your planned strategies to meet or show progress towards meeting all Core Standards during the next fiscal year. If one or more of the Core Standards is not applicable to your library, please explain which are not applicable and why.

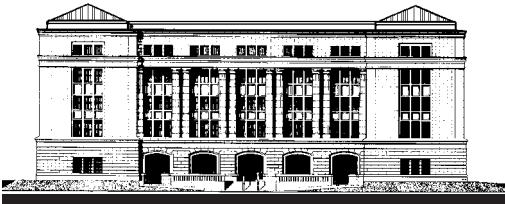
Part IIa: Planned Use of Public Library Per Capita Grant Funds [All Applicants]

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards outlined in Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brand.

Part IIb: Planned Use of Equalization Aid Grant Funds

An Equalization Aid Grant is a supplemental award in addition to a library's per capita allotment. **This section is required to be completed only by libraries informed they are eligible for this award.**

Describe the additional objectives and priorities for use of Equalization Aid grant monies to meet or improve performance levels in relation to the standards outlined in the Illinois Public Library Standards (23 ILAC 3035.115). Use general categories in identifying planned expenditures. Do NOT include monetary figures or specific brands.



ALEXI GIANNOULIAS • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

ilsos.gov

Illinois Public Library Per Capita Grant Expenditures Report

Control Number: _____ City: _____

Library Name: _____

Exact amount of Per Capita Grant received in Fiscal Year 2024: _____

Based on the library's Planned Use of Grant Funds from the FY2024 grant application, report use of Per Capita Grant funds awarded to meet or improve performance levels in relation to the standards in Serving Our Public 4.0: Standards for Illinois Public Libraries (23 ILAC 3035.115). Do not include monetary figures or specific brands.

Only check the standard(s) under which FY2024 Per Capita Grant funds were disbursed. Briefly report how grant funds were used and explain how grant funds helped meet or make progress toward meeting the applicable standard.

☐ Core Standards — Chapter 1

☐ Governance and Administration — Chapter 2

☐ Personnel — Chapter 3

☐ Access — Chapter 4

☐ Building Infrastructure and Maintenance — Chapter 5

 Safety — Chapter 6

 Collection Management — Chapter 7

 System Member Responsibilities and Resource Sharing — Chapter 8

 Public Services: Reference and Reader's Advisory — Chapter 9

 Programming — Chapter 10

 Youth/Young Adult Services — Chapter 11

 Technology — Chapter 12

 Marketing, Promotion, and Collaboration — Chapter 13

MEMO — MEETING AND STUDY ROOM POLICY

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: November 20, 2025
Re: 2025 Policy Review Project and Review of Meeting and Study Room Policy

Comments: We are about 95% 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
 - b. Governance
 - c. Services and Collections
 - d. Use of Facilities
2. Update meaningful content as necessary.
3. Correct any outdated information.
4. Remove “procedures” from the policies; procedures should be maintained by staff and updated as needed.
5. Remove extraneous appendices or content that changes, such as duplicating language of a statute, demographic information, forms, etc.
6. Combine individual policies where it makes sense.
7. Eliminate the practice of “administrative changes.”

As of November, we have completed the review of all policies except for four, which will be reviewed in 2026. The four are Circulation, Interlibrary Loan, Library Cards, and the Employee Handbook.

This month we are reviewing the **Meeting and Study Room Policy** in the Use of Facilities category.

1. Meeting and Study Room Policy Updates

- a. This policy has been reviewed by the library’s legal counsel.
- b. The Purpose section clarified that rooms are available on an equitable basis (I C).

-
- c. Strengthened prohibition on activities that disrupt library operations or conflict with its mission (II A and B).
 - d. Expanded and added specific limitations on usage (II C, D, E, F).
 - e. Clarified food and drink guidelines (II J).
 - f. Expanded publicity rules to include a disclaimer (II N).
 - g. Added film screening proof of performance requirement (II Q).
 - h. Adjusted the available times to match current practice (III A1).
 - i. Added age requirement to meeting room reservations (III A2).
 - j. Reduced the reservation requirement from 7 to 2 days (III A3).
 - k. Reduced the room set up requirement from 7 days to 24 hours (III A5).
 - l. Added a Security, Damages, and Liability section (IV A, B, C).
-

Meeting and Study Room Policy

I. Purpose

- A. The purpose of this policy is to provide guidelines for public use of meeting and study room space.
- B. Rooms are available on an equitable basis to individuals and community groups regardless of the beliefs or affiliations of the group. The library will reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin, disability, or other protected status.
- C. Permission to use the meeting and study rooms does not constitute endorsement of any organization, program, or event using the room, nor any goods or services offered or discussed. The library makes no representation regarding the accuracy of the information presented and assumes no responsibility or liability for the quality, safety, or legality of any goods, services, or activities associated with such meetings.

II. Rules and Guidelines

- A. Meetings, programs, and events may not be used to conduct illegal activities, disturb or disrupt library operations, endanger the library facility or collection, or otherwise interfere with the functions of the library.
- B. Meeting and study room uses, events, or other activities which, by their nature, may be disruptive to normal library operation or are contrary to the library's mission are prohibited unless approved by the library in advance of the reservation.
- C. Meeting and study rooms may not be used for the sale or promotion of commercial products or services, including informational or educational programs intended primarily to solicit sales, with the exception of library-sponsored programs and author book signings.
- D. Meeting and study rooms may not be used for social gatherings such as private parties, birthdays, receptions, reunions, showers, or similar events.
- E. Meeting and study rooms may not be used for political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
- F. Meeting and study rooms may not be used for religious worship services.
- G. In accordance with the Americans with Disabilities Act (ADA), any special accommodations required must be requested in advance and will be the responsibility of the sponsoring group or organization to provide.
- H. Excessive noise or use of hazardous materials is prohibited and may result in a request to leave the library.
- I. Room capacity for each room is strictly limited to the posted number.
- J. Food and Drink
 - 1. In Meeting Rooms: Light refreshments, such as coffee, tea, water, cookies, or small snacks, may be served. Alcoholic beverages are not permitted. Rooms may not be used for luncheons, dinners, banquets, parties, or similar events.
 - 2. In Study Rooms: Covered, non-alcoholic beverages and small snacks are allowed.
- K. Users are responsible for leaving the room in a clean and orderly condition.
- L. The library will not store equipment or supplies.
- M. Items left unattended in a study room for more than ten (10) minutes, or when a reservation has ended, are subject to removal by library staff.

Mount Prospect Public Library
Meeting and Study Room Policy

- N. No group or individual may use the library as a mailing address or include the library's phone number or logo on any publicity materials. Publicity must not state or imply that the library is sponsoring, endorsing, or partnering on the program, nor that staff will provide information or assistance related to it. Staff are not responsible for handling registrations, answering questions, or taking messages for non-library events. All publicity and announcements must include the following disclaimer, "Use of the library meeting room does not constitute endorsement or approval of the organization, this program, or its content by the Mount Prospect Public Library.
- O. Users are responsible for being familiar with and able to operate the library's audio-visual equipment without staff assistance. Presenters may bring presentations on removable media or access them online.
- P. In meeting rooms, groups including members under 18 years of age must have an adult sponsor present. The required ratio is one adult for every ten children.
- Q. Any groups planning to show a film or documentary must provide the library with proof that they have obtained the public performance rights.
- R. The library reserves the right to deny permission to use the meeting or study rooms to any group or individual that behaves disorderly, repeatedly cancels or no-shows, or violates these guidelines. Failure to comply with these rules may result in cancellation of the current reservation and/or denial of future reservations.

III. Reservations

A. Meeting Room Reservations

- 1. Rooms are available from opening to thirty (30) minutes before closing and all meetings shall be held during stated available hours.
- 2. The authorized representative requesting a room and completing the required forms and agreement must be at least 18 years old, have a Mount Prospect Public Library card in good standing, and be present in the room during the reserved time.
- 3. Reservations for meeting rooms can be made up to three (3) months in advance and at least two (2) days prior to the desired date. Only one (1) reservation per month by the same group is allowed.
- 4. The library reserves the right to change or cancel meeting room reservations. The library will provide as much notice as possible prior to any changes or cancellations.
- 5. The library requests at least 24 hours' advance notice for cancellations by the reserver. Failure to do so may result in loss of future meeting room use. Any changes in room set-up must be made at least 24 hours in advance of the reservation.

B. Study Room Reservations

- 1. Individuals who live, work, or attend school in Mount Prospect may make advance reservations. ID may be requested for verification.
- 2. Study rooms have a time limit of up to two (2) hours per day per patron or per group. Reservations for study rooms may be made up to one week in advance.
- 3. Rooms are subject to minimum and maximum group size limits.
- 4. Rooms may be subject to age restrictions.
- 5. Reservations are held for fifteen (15) minutes.
- 6. For the Youth department study rooms, priority will be given to children and adults working with children. Adults without children may be allowed to use the rooms if all the adult study rooms are full.
- 7. Study rooms are available on a first-come first-served, walk-in basis for individuals who do not live, work, or attend school in Mount Prospect.

IV. Security, Damages, and Liability

- A. All individuals and groups shall indemnify, defend, and hold harmless the library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group, or organization's use of the rooms.
- B. Any individual or group using library rooms shall be held responsible for damage to the building, grounds, collections, or equipment caused by the group, its members, or those attending its meeting.
- C. Use and approval of library rooms not described here will be determined by the Executive Director or designee.

Revision History

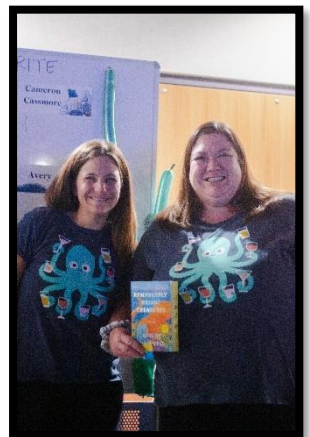
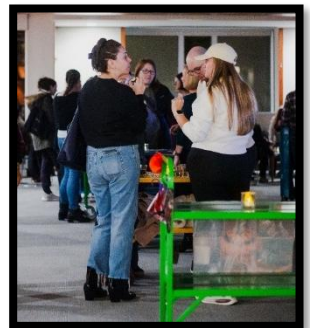
09/21/2023, 02/18/2021, 07/31/2019, 04/2018, 09/2017, 01/01/2016, 10/2014, 09/19/2013, 05/2013, 02/08/2012, 08/2010, 01/2010, 10/08/2009, 09/15/2005, 10/21/2004, 01/1997, 01/1996, 03/1994, 02/1993, 1980 Policies, 10/12/1978, 11/11/1976

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

October 2025

Fiction/AV/Teen

- 1) October held all of the programs for this year's One Book, One Village event centering on *Remarkably Bright Creatures* by Shelby Van Pelt. 590 patrons participated in the offerings, which included:
 - A book discussion
 - Three casual "Walk and Talk" chats about the title
 - A booktalk spotlighting read-alike recommendations
 - Two Jellyfish Watercolor craft sessions
 - A movie screening of *My Octopus Teacher*
 - An "Olympic Peninsula Travelogue"
 - An "Afternoon Tea Social"
 - The annual "After Hours Social"
- 2) Overall, for OBOV, we gave out 850 regular and 75 large type copies of the book and 450 tote bags.
- 3) Each month, we visit District 214 high schools during lunch periods for Tinker Day engagement activities. This month, 205 students played pumpkin tic-tac-toe and made pom-pom hedgehogs.
- 4) The Shakespeare Project of Chicago returned for a performance of *All's Well That Ends Well*.



South Branch & Community Engagement

- 1) We handed out candy to several hundred children in front of the library as part of the Downtown Merchants Association's annual trick-or-treat event. It was gratifying to see how many of them wanted to go in and visit the library after picking up their treat.
- 2) Our recognition of Hispanic Heritage Month continued, and families gathered to create and personalize their own Ofrendas: altars that honor the memory of loved ones that have passed, a tradition commonly practiced in Mexican culture.
- 3) Along with other community organizations, we visited Prospect Senior Lofts, a new senior residence in Mount Prospect located just down the street from the South Branch where we shared information about the library and signed people up for library cards. This was a well-attended event with many residents signing up for cards after having moved to this building from another town.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

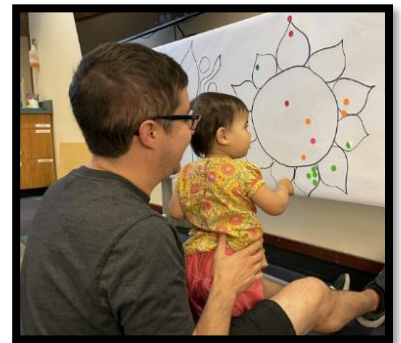
Youth

- 1) This year, the Youth department celebrated Diwali with a large-scale program. The Natya Dance Theatre performed stories about Diwali, and we had various craft stations set up to celebrate the holiday. There was also a sensory room where kids could use various objects and/or stickers to fill in large rangolis. We had 111 people come to celebrate the joyful festival of lights with the library.
- 2) We held an assembly for the school who had the highest percentage of their student body sign up for the Summer Reading Program. The Great Boodini presented a magic show at Fairview Elementary, and the kids had a wonderful time.
- 3) October consisted of visiting events at schools and park districts celebrating Halloween. The library participated in five events and saw 2,400 people. Kids got to spin a wheel and won fun Halloween prizes.



Circulation

- 1) Circulation embraced the Halloween spirit and created the "Bookie Monster" on the returns slot, which was a big hit with children and adults alike.
- 2) The Seed Library was a big topic of conversation with patrons throughout October, in anticipation to its official launch in early November. Patrons expressed excitement over the opening of the Seed Library, and Circulation staff assisted with the labeling of seed packets throughout the month. They labeled 54 seed varieties into 3,375 individual packets, which held about 128,000 individual seeds.
- 3) Staff shared a number of positive patron interactions in October:
 - a. One staff member mentioned how nice it was to see how much fun our younger patrons were having during the Diwali celebration. She said it was so nice to see the kiddos enjoy watching the dances and participating in the various activity stations that were available.
 - b. A mother with a toddler mentioned how much she appreciates being able to use our app to search for and request books on various subjects that are of interest to her and her child. Though she said she looks at materials



Mount Prospect Public Library Monthly Library Report for Board of Trustees

during visits to the library, her child's age can make it difficult to browse in person, whereas the app makes narrowing down options easy.

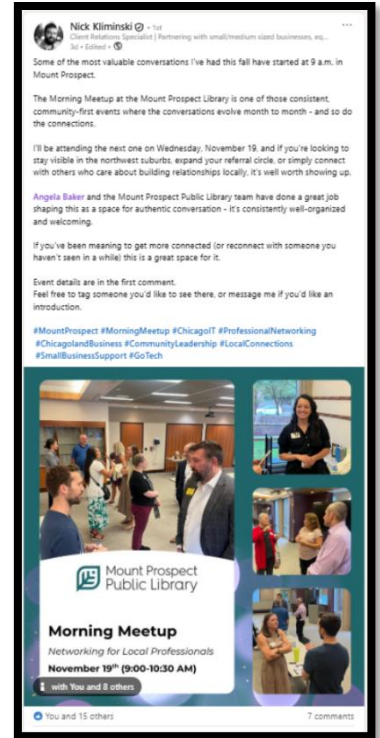
- c. Another patron's face lit up when she discovered she could place holds on Library of Things items and was excited to start placing holds on Toniebox figures and Yoto cards for her kids.

Research

- 1) We hosted a virtual program, "Navigating the U.S. Immigration System," presented by a local attorney. A patron commented, "Thank you for creating informative content like this during this unprecedented period. Please continue with more content on this topic."
- 2) "A Celebration of Cephalopods" was the highest attended program (32 virtual) and part of the One Book, One Village series. This was a great science program that was also entertaining. Patrons had lots of questions. A patron commented, "This program was fantastic!! I learned so much! Now I can't wait to go visit the Aquarium again!!"
- 3) Study room reservations numbers broke the all-time record we hit last month! We had 1,239 reservations compared to 1,142 last month. We also hit a new high for study room turn-aways at 157 compared to the previous record of 146 in December 2024. Managing the 10 study rooms keeps us very busy at the Research desk.
- 4) An attendee at a Small Business Morning Meetup posted on LinkedIn, "Some of the most valuable conversations I've had this fall have started at 9 a.m. in Mount Prospect. The Morning Meetup at Mount Prospect Library is one of those consistent, community-first events where the conversations evolve month to month – and so do the connections."

Patron Services

- 1) A local library training group, LACONI, coordinated a visit to the Gerber/Hart Library in Roger's Park, which one of our staff members attended. The library is the largest independent LGBTQ+ archive in the Midwest and has been open for 44 years. Its primary purpose is to archive information about LGBTQ+ people, history, and culture in the Midwest.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 2) Usage of Museum Adventure passes are up 14% in comparison to this time last year.
- 3) Our new phone system went live on October 20, and because the Patron Services department serves as the library's receptionist, we were heavily involved in the implementation and training. With the new system we now have access to phone statistics, and in the last 11 days of October, the library received 1,119 incoming calls.



Human Resources & Learning

- 1) Number of open positions: 1. Technology Librarian (FT)
- 2) Number of vacant positions filled: 4. Bookkeeper (PT), Photographer/Designer (PT), Early Childhood Outreach Librarian (FT), Fiction/AV/Teen Assistant Department Head (FT)
- 3) Number of separations: 4
- 4) Staff anniversaries: Chelsea Lord, Adult Programming Librarian, 10 years
- 5) In preparation for our annual Open Enrollment process for employee benefits, we conducted three staff meetings to explain the medical plan offerings and to promote the Flexible Spending Account benefit. Approximately 40 full-time employees attended these meetings which were conducted jointly with our benefits consultant from IPBC.
- 6) We partnered with Walgreens and held an annual Flu Clinic on Wednesday, October 29. We had 38 employees participate and 62 vaccines were administered.
- 7) Eight staff attended the Illinois Library Association annual conference at the Stephens Center in Rosemont. The local venue enabled staff from four departments to participate in educational programs. Teen Librarian Andrea Johnson presented the program, "A Book for Every Reader: A Reader's Advisory Toolkit for Ages 10-18."
- 8) One outreach staff member from South Branch attended the Association of Bookmobile and Outreach Conference in St. Louis, MO.



Building & Security

- 1) The LED retrofit project is progressing well. All meeting rooms and most of the second floor have been upgraded, and work on the remaining areas is scheduled to be completed in the coming weeks.
- 2) The lower lobby and main entryway sliding doors have been replaced. The previous doors were over 20 years old and required frequent repairs, resulting in ongoing maintenance costs. The new doors improve reliability and accessibility for our patrons.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Technical Services

- 1) Much of October was spent dealing with the fallout from Baker & Taylor announcing the end of their business. We successfully sourced and reordered over 2,000 titles from other vendors. Due to the delay in receiving items from the now overwhelmed other vendors, a great majority of items arrived at the library with patron holds already placed on them. These items are immediately sent for rush cataloging and processing, shortening the turnaround time between receiving a new item and getting it into patron's hands.
- 2) Reclassification work on both the Western and Star Wars collections was completed this month. Westerns are now interfiled with general fiction, while Star Wars titles are now interfiled with science fiction. The completion of these projects marks the end of all the reclassification work identified as needing to take place ahead of next year's construction.



Information Technology

- 1) We have successfully completed the implementation of our new phone system. Over the past several months, we have diligently evaluated and deployed a solution that aligns with our operational needs and enhances overall communication efficiency. This project included the installation and configuration of the new phone system both at our South Branch and Main Library locations. The new phone system is designed to provide improved functionality, reliability, and user experience.
- 2) We collaborated with the Finance department and our Point-of-Sale vendor to prepare and configure the systems required to support the infrastructure needed as we prepare to roll out selling license plate stickers.



Marketing

- 1) Our new photographer/graphic designer participated in the Downtown Trick-or-Treat and took some great photos.
- 2) We have completed the transition of our project management system from a project-based workflow to a deliverables-based workflow. This new process is designed to help reduce lead times.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 3) In October we continued to highlight and support key community partnerships including the Illinois State Treasurer's Office, Illinois Attorney General, local elected officials office hours with State Representative Nicolle Grasse (53rd District) and State Senator Mark Walker (27th District), joint programming with Arlington Heights Memorial Library, Mount Prospect Monarchs Seed Share, Versiti Blood Drive, and the Village of Mount Prospect's Winter Warmth donation campaign.
- 4) Our social media engagement remained strong in October on both Facebook and Instagram. The top-performing content this month included a short-form video featuring our Library of Things *Ghost Hunting Kits* in partnership with the Mount Prospect Historical Society and a book-eating monster in Circulation. Our Freedom to Read messaging and K-Pop themed content also saw engagement and reach.



Friends of the Mount Prospect Public Library

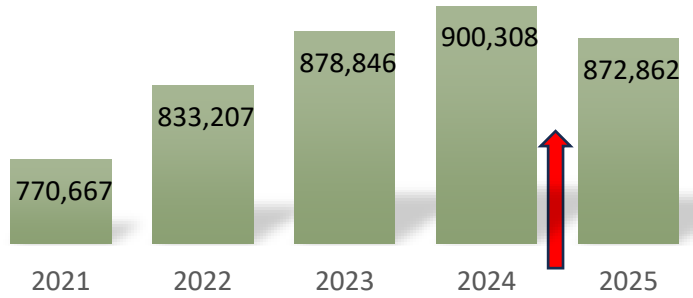
- 1) The board approved to donate up to \$45,000 for the 2026 second floor renovation.
- 2) The 2027 book sale dates were presented and approved.
- 3) The board approved the annual purchase of gift cards for selected staff as a thank you for supporting the Friends throughout the year.

Mount Prospect Public Library Foundation

- 1) The Fall Raffle took place from October 10 to 26, and tickets were sold on paper order forms and online through RallyUp.com. The winners were notified, and their names were listed online.
- 2) The board approved the full program support budget for 2026 and is still considering donation options for 2026 second floor renovation.
- 3) Work is underway for the year-end appeals letter campaign.

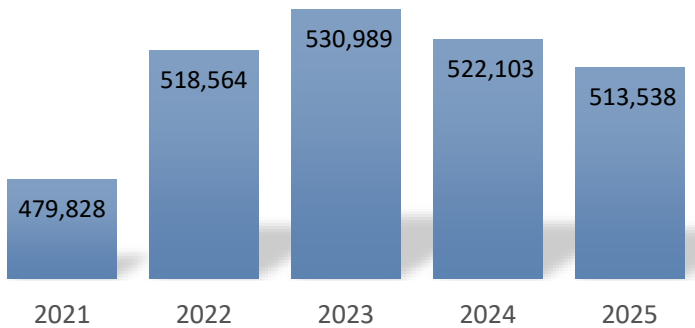
Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Overall Circulation YTD

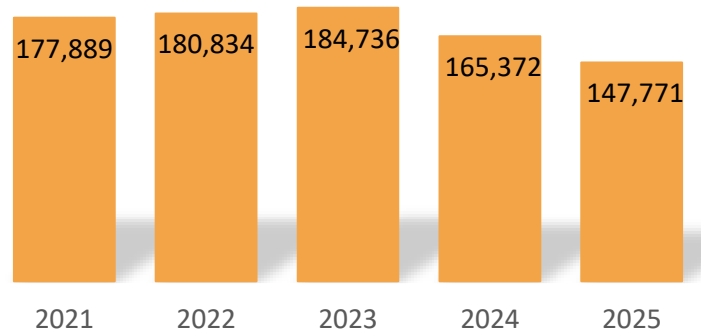


New ILS
Differences in statistics collection

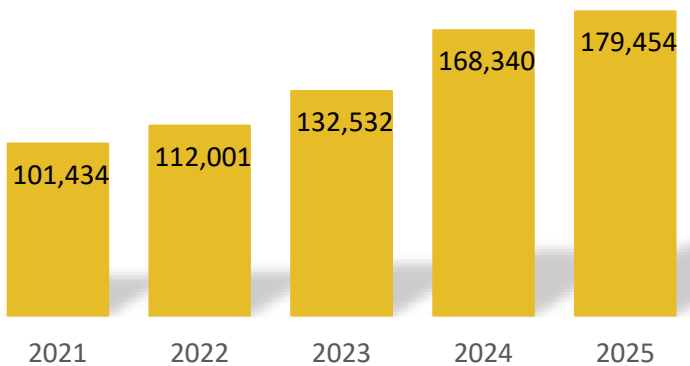
Book Circulation YTD



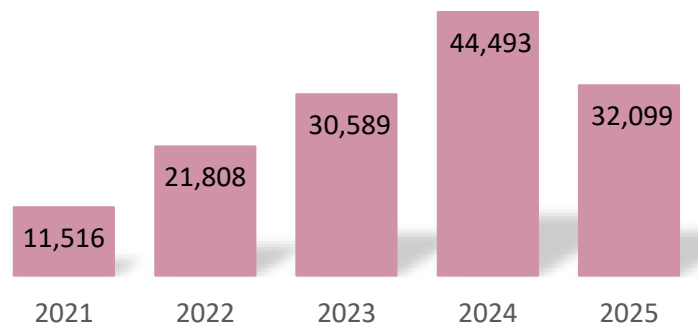
AV Circulation YTD



eMedia Circulation YTD

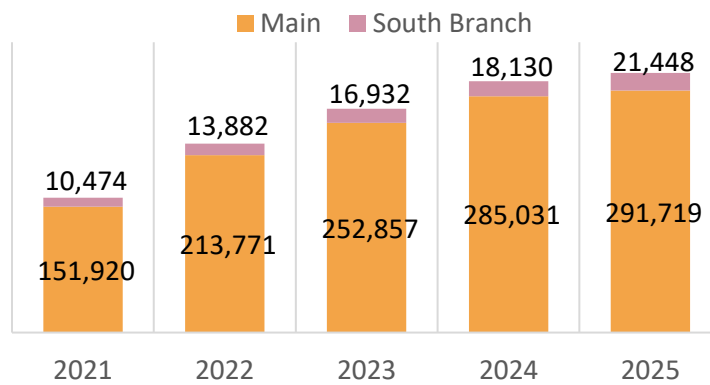


LoT Circulation YTD

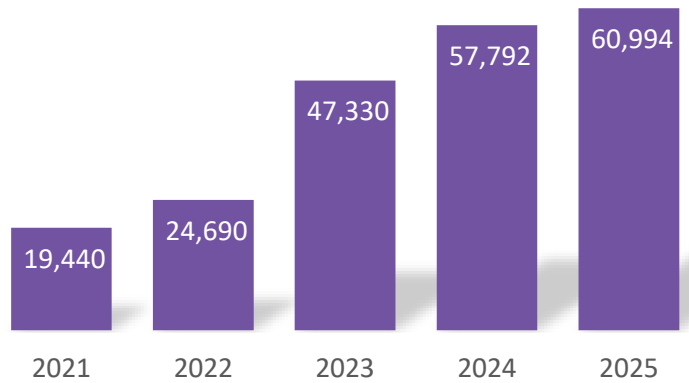


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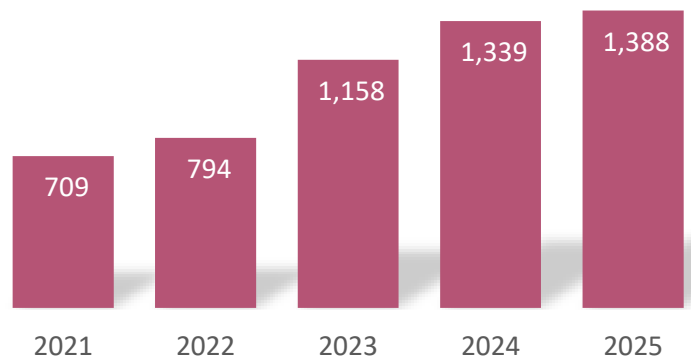
2025 Door Count - YTD



Program Attendance YTD

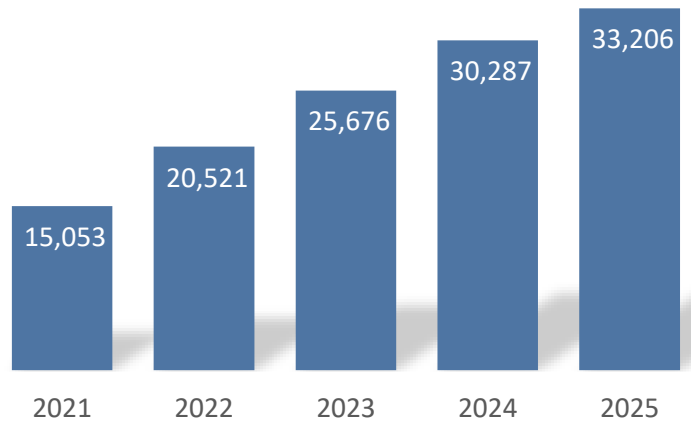


Number of Programs YTD

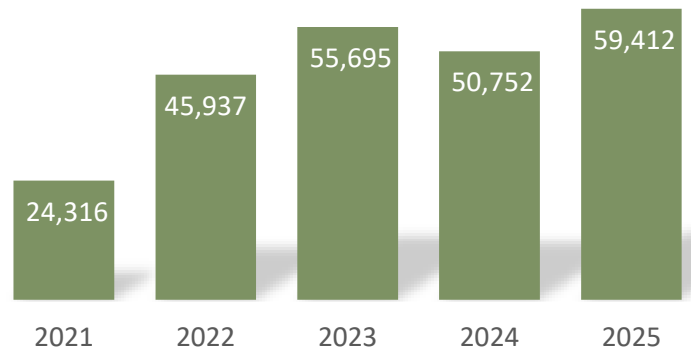


Mount Prospect Public Library
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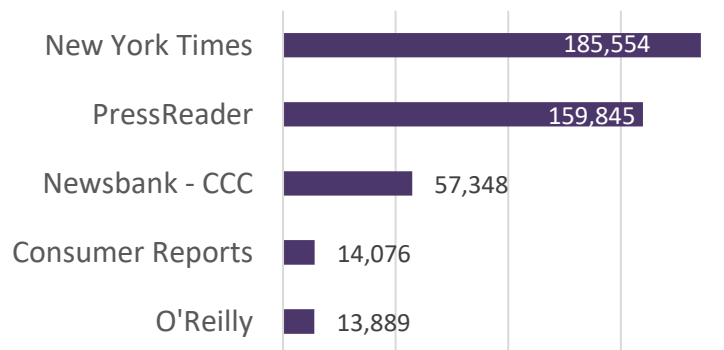
Public Computer Hours Usage YTD



Wireless Unique Users YTD

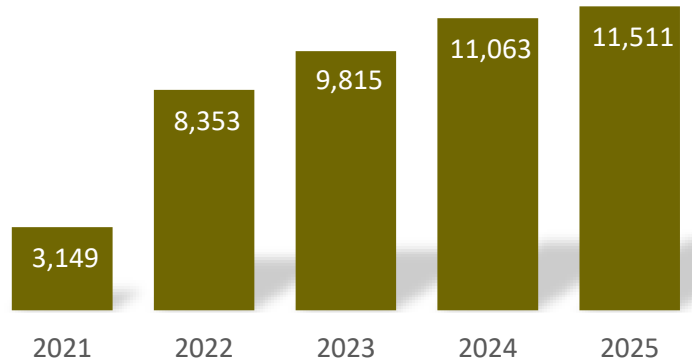


2025 YTD Top 5 Databases

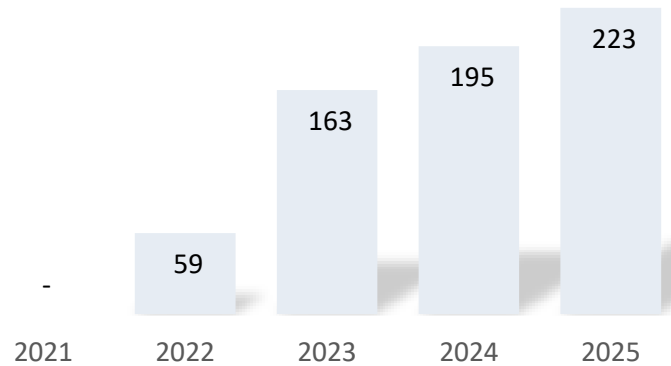


Mount Prospect Public Library
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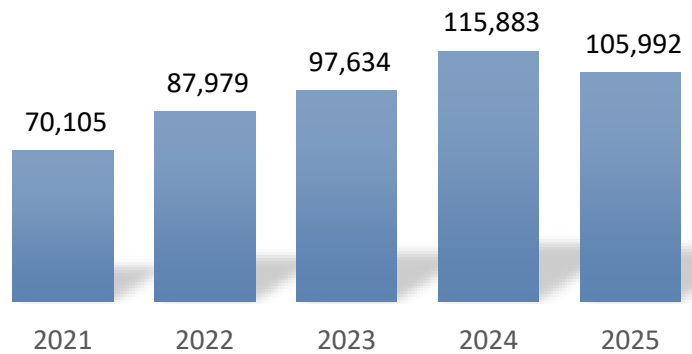
Study Room Usage YTD



Meeting Room Usage by Public YTD



Questions Answered YTD



Strategic Plan Progress Report

Items Completed in October 2025

1. No new items were completed in October.

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. November 20 – Board review and approve bids
 - ii. February – September 2026 construction
 - b. The construction bid opening was held on November 5, and the bids came in at or under budget enough so that we are able to complete the three alternates (Research ceiling, Teen Rooms tiles, Copy Center slatwall). These bids, along with the bids for moving and a portion of furniture, will be presented to the board for approval at the November 20 meeting.
 - c. Once bids are approved and contracts signed, planning and preparation will begin in earnest in order to begin the project in early February.
 - d. The LED retrofit project was started on October 6, and work has been progressing nicely. Our original end date was the end of October, but that date has been extended to mid-November, primarily due to availability of items.
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. "Olympic Peninsula Travelogue" held on 10/22/25
 - b. "The Shakespeare Project of Chicago: All's Well That Ends Well" held on 10/26/25
 - c. YouTube recordings posted after the program was held:
 - "Fire in the Sky: Secrets of the Earth's Aurorae" Sept-Oct 2025 (76 views)
 - "Mount Prospect Stories: Bandaging Up the Town" Sept-Oct 2025 (64 views)
 - "Starting a Business in Mount Prospect" Oct 2025 (5 views)
 - "Light Pollution: What Can Be Done?" Oct 2025 (39 views)
 - "Understanding Medicare Choices" Oct 2025 (23 views)
 - "A Celebration of Cephalopods" - One Book, One Village Oct 2025 (71 views)

Mount Prospect Public Library
Board of Library Trustees

2025 Mount Prospect Public Library ED Evaluation Timeline

Date	Action
11/20/2025	Include this document in the packet for the November Board meeting.
1/5/2026	Board President (who is also Personnel Committee Chair) send out ED evaluation form to all trustees.
1/5/2026	MPPL Executive Director send annual self-evaluation, summary of accomplishments, and 2026 goals to all trustees.
1/23/2026	Evaluation completed and returned to the Board President.
1/30/2026	Board President (or designee) collate comments from individual board evaluations and send it to all trustees.
Personnel Committee 2/5/2026 OR Closed Session during Regular 2/19/2026 meeting	Personnel Committee (all trustees) meet to discuss ED performance. Discuss ED-identified goals, strategic plan goals, and Board-identified goals for the upcoming year and agree on a consolidated document. Recommend any compensation change.
Regular Meeting 2/19/2026	Approve any compensation changes for ED.
Late February 2026	Board President will meet one-on-one with the Executive Director to discuss collective Board feedback.

MEMO — CLOSED MINUTES

Mount Prospect Public Library

To: Board of Trustees
From: Su Reynders, Executive Director
Date: November 20, 2025
Re: Review of Written Minutes and Recordings of Closed Sessions

Comments: As is required by Illinois Statute, we regularly review the written minutes of previously closed Board sessions to 1) approve the written minutes and 2) decide whether or not to release them. We have three sets of written minutes to review; the recommendation is listed below.

We also recommend the destruction of all audio recordings of closed sessions allowed by statute. Recordings of closed sessions may be destroyed if the meeting occurred no less than 18 months ago, the written minutes have been approved by the Board, and the Board approves the destruction.

Meeting Date	Meeting Type	Reason	Approve	Release
July 17, 2025	Regular	Personnel	Yes	No
August 21, 2025	Regular	Personnel	Yes	No
October 16, 2025	Regular	Personnel	Yes	No

Motion Language for Written Minutes and Recordings

“I move to approve and not release the closed minutes of July 17, 2025, August 21, 2025, and October 16, 2025, and to destroy the verbatim recordings from previously closed sessions held no earlier than 18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees.”