

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

Regular Board Meeting  
January 15, 2026, 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 November 20, 2025 (4-7)
  - b. November 2025 Bills and Financial Reports (8-22)
  - c. December 2025 Bills and Financial Reports (23-38)
  - d. Approve Resolution No. 2026-1 Acknowledging Payment to Mount Prospect Public Library Under Terms of the Ground Lease by the Village of Mount Prospect (39)
  - e. Adopt Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA (40)
5. **New Citizen Service: License Plate Stickers**, Alison Horton, Patron Services Department Head
6. **2025 Year-End Financial Review**, Malachi Kohlwey, Finance and Facilities Director
7. **Review/Approve Interlibrary Loan Policy and Library Card and Borrowing Policy (41-47)**
8. **Executive Director Report (3)**
  - a. November 2025 Library Activity Report (48-57)
  - b. December 2025 Library Activity Report (58-66)
  - c. Strategic Plan Update (67-69)
  - d. Parking garage use guidelines
9. **Trustee Reports and Comments**
10. **Upcoming Meetings and Events Calendar**
  - a. January – Meet the Board – Marie Bass
  - b. January 17-18 – Friends Book Sale
  - c. January 26 – Foundation Board Meeting – Sylvia Haas
  - d. February – Meet the Board – Andrea Shaeffer
  - e. February 5, 6:00 p.m. – Personnel Committee Meeting – tentative

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

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- f. February 9, 4:30 p.m. – Civic Connections
- g. February 19, 6:00 p.m. – Regular Board Meeting
  - i. Resolutions of Appreciation for Foundation and Friends
  - ii. Approve Non-Resident Card Fee
  - iii. Approve Illinois Public Library Annual Report (IPLAR)
- h. February 23 – Foundation Board Meeting – Andrea Shaeffer

**11. Adjournment**

Mount Prospect Public Library  
Board of Trustees

**Library Director Report**  
**January 15, 2026**

1. **Approve 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.
  - a. **Village Ground Lease.** Each year we acknowledge our lease with the Village for their use of a small portion of our parking garage.
  - b. **Adopt Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA.** In April 2024, the U.S. Department of Justice issued a Final Rule under Title II of the Americans with Disabilities Act requiring websites of public entities to meet Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA standards. We are actively working to bring its digital platforms into compliance with these requirements and anticipate meeting the April 2026 compliance deadline. As an additional demonstration of the library's commitment to inclusivity, accessibility, and regulatory compliance, staff recommend that the Board of Trustees formally adopt WCAG Version 2.1, Level AA as the Library's accessibility standard. See the memo in the packet for more information.
2. **New Citizen Service: License Plate Stickers.** This is agenda item number 5. Alison Horton, Head of Patron Services, will give a presentation about our newest service.
3. **2025 Year-End Financial Review.** This is agenda item number 6. Finance & Facilities Director Malachi Kohlwey will present the year-end financial review for 2025. Overall, we received 22.8% of anticipated revenue and expended 95.7% of our budgeted expenditures. We have yet to receive any second installment payments from Cook County, although the property tax bills were mailed in November and have a due date of December 15.

In January, staff planned to request Board approval to transfer funds from the Library Fund to the Capital Projects Fund. However, because the second installment of property tax revenue has not yet been received, the operating reserve is currently significantly lower than anticipated. As a result, staff recommend that the proposed transfer be deferred until property tax revenues are received and operating reserve levels stabilize, likely in February 2026.

4. **Review/Approve Interlibrary Loan Policy and Library Card and Borrowing Policy.** This is agenda item number 7. This month we will review the Interlibrary Loan and Library Card and Borrowing policies. Please see the memo in the packet for a summary of the changes.
5. **Second Floor Renovation Commencement.** The renovation is planned to begin on Monday, February 2, 2026. In future board packets I will include a monthly update that lists progress over the prior month, plans for the upcoming month, status regarding the overall schedule and budget, and communication efforts.

**6. Upcoming Dates to Remember**

The Civic Connections event will be held on Monday, February 9 from 4:30-6:00 p.m. This year's program will include an opportunity for attendees to briefly speak about current projects, organizational goals, and potential opportunities for collaboration. Invited agencies include:

- Village of Mount Prospect
- Mount Prospect, Prospect Heights, and River Trails Park Districts
- School Districts 21, 214, 23, 26, 57, 59
- Elk Grove and Wheeling Townships
- Mount Prospect Public Library

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

**1. Call to Order**

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

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

**2. Roll Call**

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

Absent: Sylvia Haas

Staff Present: Alex Bayer, Anne Belden, Jo Broszczak, Alison Horton, Malachi Kohlwey, Jan Peterson, Su Reynders, Suzanne Yazel

Visitors: Josh Campanelli and John Shales, Shales McNutt Construction

**3. Public Comment**

There was no public comment.

**4. Approve Project B Second Floor Construction Bids**

Project Manager Josh Campanelli presented recommendations for awarding construction bids for the nine trades involved in the Second Floor Renovation Project to the lowest responsible bidders.

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

The following bids were approved:

- Johler Demolition - \$49,450.00
- Hargrave Builders - \$735,450.00
- OPC Construction - \$178,520.00
- Oosterbaan & Sons Painting - \$73,690.00
- Heitkotter - \$143,570.00
- Premier Tile & Stone - \$390,000.00
- Automatic Fire Protection - \$29,073.00
- Jensen's Plumbing & Heating - \$203,000.00
- Ascend Electric - \$840,887.00

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5. Approve Project B Shelving and Collection Moving Project Bid

Executive Director Su Reynders reported that four bid packets were received for the Project B Shelving and Collection Moving Project and recommended awarding the bid to Hallett Movers as the lowest responsible bidder.

Motion was made by Trustee Fulk and seconded by Trustee Gilligan to approve the bid from Hallett Movers for the second floor Shelving and Collection Moving Project for \$194,500.00 as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, O'Sullivan, Shaeffer. NAYS: None. ABSENT: Haas. ABSTAIN: None. Motion carried.

6. Approve Project B Bernhardt Furniture Bid

Executive Director Su Reynders reported that two bid packets were received for the Project B Bernhardt Furniture Project and recommended awarding the bid to Interiors for Business, Inc. as the lowest responsible bidder.

Motion was made by Trustee Benden and seconded by Trustee Fulk to approve the bid from Interiors for Business, Inc. for the Project B Bernhardt Furniture Project for \$40,841.39 as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan, O'Sullivan, Shaeffer. NAYS: None. ABSENT: Haas. ABSTAIN: None. Motion carried.

7. Recognition of Staff and Volunteers

a. President O'Sullivan read aloud the proclamation that recognized the following employees who celebrated significant anniversaries in 2025.

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

b. President O'Sullivan read aloud the proclamation that recognized the following library volunteers who celebrated significant anniversaries in 2025.

Twenty Years	Howard Harris
Ten Years	Jamie James

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8. Consent Agenda

- a. Minutes of Regular Board Meeting of October 16, 2025
- b. October 2025 Bills and Financial Reports
- c. Acknowledge Per Capita Grant Application
- d. Cancel December 18, 2025 Regular Board Meeting

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, O'Sullivan, Shaeffer. NAYS: None. ABSENT: Haas. ABSTAIN: None. Motion carried.

9. Review/Approve Meeting and Study Room Policy

Trustees reviewed the Meeting and Study Room Policy and requested one amendment: Section I B to change "accommodate all citizens" to "accommodate all people."

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

10. Executive Director Report

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

11. Trustee Reports and Comments

Trustee Marie Bass attended the Foundation Board meeting on October 27 and reported that the online Fall Raffle netted \$1,700.

Trustee Kristine O'Sullivan will be hosting a Meet the Board session in December.

12. Closed Session

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.

Motion was made by Trustee Shaeffer and seconded by Trustee Fulk to adjourn to closed session at 7:02 p.m. Voice vote carried.

13. Reconvene Open Session

Open session was reconvened at 7:04 p.m.

Motion was made by Trustee Benden and seconded by Trustee Fulk 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

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18 months after the completion of the meeting and the written minutes have been approved by the Board of Trustees. Voice vote carried.

**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 – cancelled
- 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**

Motion was made by Trustee O’Sullivan and seconded by Trustee Benden to adjourn the Regular Board meeting at 7:05 p.m. Voice vote carried.

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Sylvia M. Haas, Secretary

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

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

Library General Fund	3,523,557.35
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,490,790.00
Debt Service Fund	0.00
Gift Fund	566,432.62
<b>Total All Funds</b>	<b>\$ 11,696,826.23</b>

**Disbursements November 2025**

**\$ 695,487.21**

#### Financial Summary

##### Fund Balances

Library General Fund	\$ 3,523,557.35
Annual Operating Budget 2025	\$ 11,413,210.00
General Fund - Months in Reserve	3.7
General Fund - Percent in Reserve	30.9%

##### YTD Spending Summary

- \* We're on target with spending, and our YTD percentage expended is 86.8%
- \* Last year at this time, we had expended 87.0%

##### Levy Collection

- \* To date, 52.26% of the total Tax revenue has been collected

**Mount Prospect Public Library**  
**Statement of Revenues, Expenditures & Fund Balance**  
For the Period Ended 11/30/2025

	<b>Library Fund</b>	<b>Working Cash Fund</b>	<b>Capital Project Fund</b>	<b>Debt Service Fund</b>	<b>Gift Fund</b>	<b>Total Funds</b>
<b>Revenues</b>						
Property Taxes	\$12,534.65	\$0.00	\$0.00	\$0.00	\$0.00	\$12,534.65
Interest Income	\$16,724.51	\$0.00	\$20,111.40	\$0.00	\$0.00	\$36,835.91
Miscellaneous Fees	\$1,786.42	\$0.00	\$0.00	\$0.00	\$0.00	\$1,786.42
Friends Reimbursement	\$535.50	\$0.00	\$0.00	\$0.00	\$0.00	\$535.50
Miscellaneous Income	\$21.00	\$0.00	\$0.00	\$0.00	\$498.88	\$519.88
<b>Total Revenues</b>	<b>\$31,602.08</b>	<b>\$0.00</b>	<b>\$20,111.40</b>	<b>\$0.00</b>	<b>\$498.88</b>	<b>\$52,212.36</b>
<b>Expenses</b>						
Salaries & Benefits	\$595,202.69	\$0.00	\$0.00	\$0.00	\$0.00	\$595,202.69
Management Expense	\$22,387.51	\$0.00	\$0.00	\$0.00	\$0.00	\$22,387.51
Operating Expense	\$27,736.95	\$0.00	\$0.00	\$0.00	\$1,689.44	\$29,426.39
Building Expense	\$31,511.67	\$0.00	\$0.00	\$0.00	\$0.00	\$31,511.67
Library Materials	\$105,790.47	\$0.00	\$0.00	\$0.00	\$0.00	\$105,790.47
Reimbursable Expense	\$9,947.32	\$0.00	\$0.00	\$0.00	\$0.00	\$9,947.32
Capital Outlay	\$0.00	\$0.00	\$68,545.90	\$0.00	\$0.00	\$68,545.90
<b>Total Expenses</b>	<b>\$792,576.61</b>	<b>\$0.00</b>	<b>\$68,545.90</b>	<b>\$0.00</b>	<b>\$1,689.44</b>	<b>\$862,811.95</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$4,284,531.88</b>	<b>\$2,116,046.26</b>	<b>\$5,539,224.50</b>	<b>\$0.00</b>	<b>\$567,623.18</b>	<b>\$12,507,425.82</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$760,974.53)</b>	<b>\$0.00</b>	<b>(\$48,434.50)</b>	<b>\$0.00</b>	<b>(\$1,190.56)</b>	<b>(\$810,599.59)</b>
<b>ENDING FUND BALANCE</b>	<b>\$3,523,557.35</b>	<b>\$2,116,046.26</b>	<b>\$5,490,790.00</b>	<b>\$0.00</b>	<b>\$566,432.62</b>	<b>\$11,696,826.23</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 11/30/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<b>Library Fund</b>						
Property Taxes	\$12,534.65	\$5,827,339.48	\$11,150,060.00	\$5,322,720.52	52.26%	47.74%
Illinois Per Capita Grant	\$0.00	\$83,856.70	\$83,900.00	\$43.30	99.95%	0.05%
Interest Income	\$16,724.51	\$213,077.71	\$100,000.00	(\$113,077.71)	213.08%	(113.08%)
Fees	\$1,764.42	\$22,195.48	\$18,250.00	(\$3,945.48)	121.62%	(21.62%)
For Sale Items	\$22.00	\$398.25	\$400.00	\$1.75	99.56%	0.44%
Miscellaneous Income	\$21.00	\$7,512.05	\$0.00	(\$7,512.05)	0.00%	0.00%
Friends Reimbursement	\$535.50	\$28,774.96	\$44,400.00	\$15,625.04	64.81%	35.19%
Foundation Reimbursement	\$0.00	\$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%
<b>Total Library Fund</b>	<b>\$31,602.08</b>	<b>\$6,192,208.95</b>	<b>\$11,408,210.00</b>	<b>\$5,216,001.05</b>	<b>54.28%</b>	<b>45.72%</b>
<b>Working Cash Fund</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<b>Total Working Cash Fund</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Capital Projects Fund</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$20,111.40	\$250,110.64	\$0.00	(\$250,110.64)	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%
<b>Total Capital Projects Fund</b>	<b>\$20,111.40</b>	<b>\$250,110.64</b>	<b>\$0.00</b>	<b>(\$250,110.64)</b>	<b>0.00%</b>	<b>0.00%</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 11/30/2025

<u><b>Gift Fund</b></u>	<u><b>M.T.D. Receipts</b></u>	<u><b>Y.T.D. Receipts</b></u>	<u><b>Budgeted Receipts</b></u>	<u><b>Uncollected Receipts</b></u>	<u><b>Percent Collected</b></u>	<u><b>Percent Uncollected</b></u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$498.88	\$1,627.85	\$5,000.00	\$3,372.15	32.56%	67.44%
Donations	\$0.00	\$1,345.64	\$0.00	(\$1,345.64)	0.00%	0.00%
<b>Total Gift Fund</b>	<b>\$498.88</b>	<b>\$2,973.49</b>	<b>\$5,000.00</b>	<b>\$2,026.51</b>	<b>59.47%</b>	<b>40.53%</b>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 11/30/2025

<u>Library Fund</u>	<b>M.T.D. Expended</b>	<b>Y.T.D. Expended</b>	<b>Annual Budget</b>	<b>Budget Remaining</b>	<b>Percent Expended</b>	<b>Percent Remaining</b>
Salaries & Benefits						
Salaries	\$470,174.41	\$5,328,305.01	\$6,065,713.00	\$737,407.99	87.84%	12.16%
IMRF	\$28,301.73	\$321,383.95	\$365,463.00	\$44,079.05	87.94%	12.06%
MC/FICA	\$33,646.08	\$383,273.98	\$461,583.00	\$78,309.02	83.03%	16.97%
Medical Insurance	\$59,741.06	\$725,714.96	\$795,000.00	\$69,285.04	91.28%	8.72%
Life Insurance	\$145.10	\$1,652.26	\$3,000.00	\$1,347.74	55.08%	44.92%
Unemployment Compensation Tax	\$3,194.31	\$9,380.81	\$7,000.00	(\$2,380.81)	134.01%	(34.01%)
<b>Total Salaries &amp; Benefits</b>	<b>\$595,202.69</b>	<b>\$6,769,710.97</b>	<b>\$7,697,759.00</b>	<b>\$928,048.03</b>	<b>87.94%</b>	<b>12.06%</b>
Management Expenses						
Audit	\$0.00	\$5,800.00	\$6,600.00	\$800.00	87.88%	12.12%
Legal Fees	\$0.00	\$14,606.65	\$10,000.00	(\$4,606.65)	146.07%	(46.07%)
Printing	\$888.92	\$90,873.23	\$100,000.00	\$9,126.77	90.87%	9.13%
Marketing	\$4,190.47	\$62,794.57	\$100,800.00	\$38,005.43	62.30%	37.70%
Professional Dues	\$805.00	\$10,980.00	\$14,500.00	\$3,520.00	75.72%	24.28%
Board Development	\$0.00	\$1,463.35	\$3,100.00	\$1,636.65	47.20%	52.80%
Human Resources	\$14,799.00	\$125,921.83	\$174,400.00	\$48,478.17	72.20%	27.80%
Other Operating	\$1,994.59	\$17,127.07	\$42,655.00	\$25,527.93	40.15%	59.85%
<b>Total Management Expenses</b>	<b>\$22,677.98</b>	<b>\$329,566.70</b>	<b>\$452,055.00</b>	<b>\$122,488.30</b>	<b>72.90%</b>	<b>27.10%</b>
Operating Expenses						
Telecommunications	\$3,728.17	\$44,805.97	\$34,900.00	(\$9,905.97)	128.38%	(28.38%)
Insurance	\$0.00	\$101,247.90	\$105,000.00	\$3,752.10	96.43%	3.57%
Office Supplies	\$3,310.95	\$22,153.22	\$30,050.00	\$7,896.78	73.72%	26.28%
Library Supplies	\$1,690.47	\$16,186.31	\$25,500.00	\$9,313.69	63.48%	36.52%
Postage	\$147.34	\$22,902.96	\$34,000.00	\$11,097.04	67.36%	32.64%
Contract Services	\$8,245.83	\$140,101.77	\$118,600.00	(\$21,501.77)	118.13%	(18.13%)
Software	\$10,614.19	\$105,839.94	\$141,375.00	\$35,535.06	74.86%	25.14%
<b>Total Operating Expenses</b>	<b>\$27,736.95</b>	<b>\$453,238.07</b>	<b>\$489,425.00</b>	<b>\$36,186.93</b>	<b>92.61%</b>	<b>7.39%</b>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 11/30/2025

	<b>M.T.D. Expended</b>	<b>Y.T.D. Expended</b>	<b>Annual Budget</b>	<b>Budget Remaining</b>	<b>Percent Expended</b>	<b>Percent Remaining</b>
Building Expenses						
Building Maintenance	\$11,554.94	\$170,858.17	\$156,710.00	(\$14,148.17)	109.03%	(9.03%)
Hardware & System Maintenance	\$9,124.05	\$161,429.69	\$148,525.00	(\$12,904.69)	108.69%	(8.69%)
Janitorial	\$6,378.32	\$68,074.17	\$79,300.00	\$11,225.83	85.84%	14.16%
Equipment	\$1,772.75	\$124,942.27	\$192,220.00	\$67,277.73	65.00%	35.00%
Utilities	\$2,681.61	\$41,111.56	\$47,951.00	\$6,839.44	85.74%	14.26%
<b>Total Building Expenses</b>	<b>\$31,511.67</b>	<b>\$566,415.86</b>	<b>\$624,706.00</b>	<b>\$58,290.14</b>	<b>90.67%</b>	<b>9.33%</b>
Services and Resources						
Adult Print	\$21,543.44	\$171,145.95	\$256,800.00	\$85,654.05	66.65%	33.35%
Adult AV	\$2,673.84	\$26,347.05	\$33,400.00	\$7,052.95	78.88%	21.12%
Youth Print	\$19,057.46	\$125,667.62	\$177,800.00	\$52,132.38	70.68%	29.32%
Youth AV	\$2,393.93	\$19,961.95	\$24,000.00	\$4,038.05	83.17%	16.83%
Magazines	\$405.79	\$22,913.37	\$18,600.00	(\$4,313.37)	123.19%	(23.19%)
Electronic Resources	\$12,388.54	\$129,278.79	\$190,000.00	\$60,721.21	68.04%	31.96%
Digital Media	\$28,689.26	\$324,239.84	\$338,065.00	\$13,825.16	95.91%	4.09%
E-Learning	\$0.00	\$42,792.19	\$50,000.00	\$7,207.81	85.58%	14.42%
Library of Things	\$4,529.78	\$61,164.46	\$75,000.00	\$13,835.54	81.55%	18.45%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$2,516.06	\$33,946.83	\$28,000.00	(\$5,946.83)	121.24%	(21.24%)
Programs	\$11,592.37	\$83,576.21	\$101,300.00	\$17,723.79	82.50%	17.50%
<b>Total Services and Resources</b>	<b>\$105,790.47</b>	<b>\$1,041,702.46</b>	<b>\$1,293,665.00</b>	<b>\$251,962.54</b>	<b>80.52%</b>	<b>19.48%</b>
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
<b>Total Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800,000.00</b>	<b>\$800,000.00</b>	<b>0.00%</b>	<b>100.00%</b>
Sponsored Expenses						
Foundation Expenses	(\$1,000.00)	\$9,057.29	\$11,200.00	\$2,142.71	80.87%	19.13%
Friends Expenses	\$10,947.32	\$41,176.70	\$44,400.00	\$3,223.30	92.74%	7.26%
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%
<b>Total Sponsored Expenses</b>	<b>\$9,947.32</b>	<b>\$50,233.99</b>	<b>\$55,600.00</b>	<b>\$5,366.01</b>	<b>90.35%</b>	<b>9.65%</b>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 11/30/2025

	<b>M.T.D. Expended</b>	<b>Y.T.D. Expended</b>	<b>Annual Budget</b>	<b>Budget Remaining</b>	<b>Percent Expended</b>	<b>Percent Remaining</b>
Total Library Fund	\$792,867.08	\$9,210,868.05	\$11,413,210.00	\$2,202,341.95	80.70%	19.30%

### Working Cash Fund

200-7820-99	Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<b>Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>

### **Capital Project Fund**

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	\$68,545.90	\$441,308.63	\$687,232.00	\$245,923.37	64.22%	35.78%
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%
<b>Total Capital Project Fund</b>		<b>\$68,545.90</b>	<b>\$441,308.63</b>	<b>\$687,232.00</b>	<b>\$245,923.37</b>	<b>64.22%</b>	<b>35.78%</b>

### **Gift Fund**

300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$1,689.44	\$9,846.00	\$50,000.00	\$40,154.00	19.69%	80.31%
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%
<b>Total Gift Fund</b>		<b>\$1,689.44</b>	<b>\$9,933.98</b>	<b>\$50,000.00</b>	<b>\$40,066.02</b>	<b>19.87%</b>	<b>80.13%</b>

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/02/2025	AMAZON	\$147.50
11/02/2025	THE HOME DEPOT	\$27.47
11/02/2025	AMAZON	\$8.99
11/02/2025	AMAZON	\$8.99
11/02/2025	AMAZON	\$2.99
11/02/2025	AMERICAN LIBRARY AS	\$215.00
11/02/2025	DISNEY	\$34.65
11/02/2025	PLA	\$364.00
11/02/2025	NETFLIX	\$17.99
11/02/2025	AMAZON	\$9.99
11/02/2025	USPS	\$4.74
11/02/2025	USPS	\$4.16
11/03/2025	Woodforest 11/03/2025	\$15.00
11/03/2025	DOLLAR TREE	\$6.00
11/03/2025	AMAZON	\$8.99
11/03/2025	AMAZON	\$8.99
11/03/2025	AMERICAN LIBRARY AS	\$285.00
11/04/2025	VOXTELESYS INC	\$304.58
11/04/2025	COSTCO	\$292.60
11/04/2025	AMAZON	\$30.67
11/04/2025	AMAZON	\$8.99
11/04/2025	NETFLIX	\$17.99
11/04/2025	SHRM	\$293.97
11/05/2025	Payroll 2025-1107	\$147292.65
11/05/2025	Payroll 2025-1107	\$54980.62
11/05/2025	AMAZON	\$79.90
11/05/2025	AMAZON	\$287.00
11/05/2025	MICROSOFT	\$44.00
11/05/2025	AMAZON	\$8.99
11/05/2025	AMAZON	\$8.99
11/05/2025	AMAZON	\$8.99
11/05/2025	AMAZON	\$8.64

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/05/2025	AMAZON	\$80.50
11/05/2025	AMAZON	\$140.05
11/06/2025	AT&T	\$767.31
11/06/2025	STARBUCKS	\$100.00
11/06/2025	AMAZON	\$8.99
11/06/2025	USPS	\$6.45
11/06/2025	ZOLL MEDICAL CORPORA	\$460.00
11/06/2025	AMAZON	\$58.57
11/07/2025	AMERICAN LANDSCAPING	\$640.00
11/07/2025	ANDERSON LOCK CO.	\$38.16
11/07/2025	BAKER & TAYLOR, INC.	\$11.41
11/07/2025	ECC LIBRARY	\$74.95
11/07/2025	ELM USA, INC.	\$147.45
11/07/2025	HARTWIG MECHANICAL	\$761.25
11/07/2025	IMAGING ESSENTIALS	\$47.64
11/07/2025	INGRAM	\$374.36
11/07/2025	JULIE KAPUSTKA	\$300.00
11/07/2025	LAUREN MILLIGAN	\$300.00
11/07/2025	OVERDRIVE, INC.	\$2131.86
11/07/2025	SEED SAVERS EXCHANGE	\$50.00
11/07/2025	SUPERIOR INDUSTRIAL	\$407.95
11/07/2025	TODAY'S BUSINESS SOL	\$2289.39
11/07/2025	EMPLOYEE BENEFITS CO	\$1453.01
11/07/2025	JELLY CAFÉ	\$309.74
11/07/2025	MARIANO'S	\$31.24
11/07/2025	NETFLIX	\$17.99
11/07/2025	NETFLIX	\$17.99
11/07/2025	NETFLIX	\$17.99
11/07/2025	AMAZON	\$38.38
11/07/2025	AMAZON	\$14.66
11/07/2025	CC-GROUND TRANSPORTA	\$9.00
11/07/2025	LAKESHORE LEARNING	\$42.53
11/07/2025	AMERICAN LIBRARY AS	\$90.00
11/09/2025	AMAZON	\$2.99
11/09/2025	NETFLIX	\$17.99
11/09/2025	JEWEL OSCO	\$15.98
11/09/2025	USPS	\$5.83
11/09/2025	KHEPRI KITCHEN+ COFF	\$821.22

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/09/2025	ZOLL MEDICAL CORPORA	\$254.00
11/09/2025	SHAKE SHACK	\$117.47
11/09/2025	NEX PLAYGROUND	\$97.90
11/09/2025	LAKESHORE LEARNING M	\$59.97
11/09/2025	AMAZON	\$58.56
11/09/2025	SCHOLASTIC LIBRARY P	\$1850.00
11/09/2025	CC-GROUND TRANSPORTA	\$98.00
11/09/2025	DISNEY	\$34.65
11/10/2025	ICMA RETIREMENT TRUS	\$5683.69
11/10/2025	TORTORICE'S PIZZA	\$662.62
11/10/2025	AMAZON	\$8.99
11/11/2025	AMAZON	\$179.96
11/11/2025	CALLING POST COMMUNI	\$19.99
11/11/2025	CALLING POST COMMUNI	\$39.99
11/11/2025	AMAZON	\$6.99
11/11/2025	USPS	\$12.66
11/11/2025	A24	\$67.00
11/12/2025	REPUBLIC SERVICES #5	\$345.24
11/12/2025	AMERICAN LIBRARY AS	\$215.00
11/12/2025	PLA	\$364.00
11/12/2025	AMAZON	\$19.35
11/12/2025	USPS	\$16.19
11/12/2025	PLA	\$364.00
11/13/2025	SHELL OIL COMPANY	\$37.54
11/13/2025	NETFLIX	\$17.99
11/13/2025	CC-MEALS	\$8.90
11/13/2025	CC-MEALS	\$29.68
11/13/2025	STARBUCKS COFFEE	\$98.80
11/13/2025	USPS	\$4.61
11/13/2025	CHICAGO SUN TIMES	\$60.83
11/13/2025	CC-GROUND TRANSPORTA	\$55.68
11/14/2025	BAKER & TAYLOR, INC.	\$266.14
11/14/2025	CDW GOVERNMENT, INC.	\$764.71
11/14/2025	CHILDREN'S PLUS INC.	\$622.90
11/14/2025	CINTAS #22	\$247.15

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/14/2025	COMBINED ROOFING SER	\$3195.00
11/14/2025	DEMCO	\$463.49
11/14/2025	GALE	\$20.49
11/14/2025	GREY HOUSE PUBLISHIN	\$292.50
11/14/2025	ILLINOIS DEPARTMENT	\$737.60
11/14/2025	INGRAM	\$8384.27
11/14/2025	JARRETT LERNER	\$8479.00
11/14/2025	JULIE KAPUSTKA	\$300.00
11/14/2025	LIMRICC - UCGA	\$415.31
11/14/2025	MIDWEST TAPE	\$20.24
11/14/2025	NINA KOZIOL	\$250.00
11/14/2025	NPN360	\$14710.78
11/14/2025	OVERDRIVE, INC.	\$7356.59
11/14/2025	PLAYAWAY PRODUCTS	\$256.16
11/14/2025	RIVISTAS, LLC	\$994.93
11/14/2025	ROSA M ZILINSKAS	\$300.00
11/14/2025	STAPLES BUSINESS ADV	\$437.89
11/14/2025	TERMINIX COMMERCIAL	\$121.71
11/14/2025	W. W. GRAINGER, INC.	\$82.51
11/14/2025	WAREHOUSE DIRECT	\$661.02
11/14/2025	WEPA LIBROS LLC	\$4569.30
11/14/2025	AMAZON	\$8.99
11/14/2025	AMAZON	\$2.99
11/14/2025	AMAZON	\$5.99
11/14/2025	AMAZON	\$17.61
11/14/2025	CC-GROUND TRANSPORTA	\$8.93
11/14/2025	CC-MEALS	\$28.77
11/14/2025	DISNEY	\$34.65
11/16/2025	ETSY	\$17.84
11/16/2025	ETSY	\$41.54
11/16/2025	ETSY	\$11.26
11/16/2025	ETSY	\$2.98
11/16/2025	WP MAIL SMTP	\$149.00
11/16/2025	KHEPRI KITCHEN+ COFF	\$32.08
11/16/2025	4-IMPRINT	\$222.87
11/16/2025	AMAZON	\$2.99
11/16/2025	PEACOCK	\$109.99
11/16/2025	JEWEL OSCO	\$43.23

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/16/2025	AMAZON	\$44.99
11/16/2025	AMAZON	\$143.79
11/16/2025	CC-LODGING	\$597.93
11/16/2025	CC-GROUND TRANSPORTA	\$13.78
11/16/2025	CC-GROUND TRANSPORTA	\$55.84
11/16/2025	CC-MEALS	\$25.79
11/16/2025	WALL STREET JOURNAL	\$194.97
11/16/2025	WALMART	\$47.76
11/16/2025	KHEPRI KITCHEN+ COFF	\$171.50
11/17/2025	AMAZON	\$8.99
11/17/2025	AMAZON	\$8.99
11/17/2025	AMAZON	\$2.99
11/18/2025	MICHAELS STORES	\$1587.60
11/18/2025	UPRINTING	\$328.97
11/18/2025	ADOBE	\$23.43
11/18/2025	AMAZON	\$159.99
11/18/2025	AMAZON	\$327.00
11/18/2025	AMAZON	\$89.79
11/18/2025	CC-INTERNAL TEST	\$0.10
11/18/2025	THE WEEK JUNIOR	\$49.00
11/18/2025	AMAZON	\$110.66
11/19/2025	PET BENEFIT SOLUTION	\$60.50
11/19/2025	AMAZON	\$734.80
11/19/2025	AMAZON	\$37.99
11/19/2025	AMAZON	\$72.29
11/19/2025	USPS	\$14.65
11/19/2025	PREVENTION	\$36.00
11/19/2025	WALL STREET JOURNAL	\$64.99
11/19/2025	WHEELS THROUGH TIME	\$103.60
11/20/2025	COMCAST BUSINESS	\$262.40
11/20/2025	HAYDON COFFEE	\$75.00
11/20/2025	PENDLETON STREET TRE	\$65.00
11/20/2025	THE POLISH BOOKSTORE	\$470.34
11/20/2025	THE POLISH BOOKSTORE	\$453.09
11/20/2025	AMAZON	\$314.95
11/20/2025	AQUENT LLC	\$355.00
11/20/2025	AMAZON	\$99.99
11/20/2025	AMAZON	\$142.47

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/20/2025	HBO	\$32.99
11/20/2025	HBO	\$32.99
11/20/2025	USPS	\$6.82
11/20/2025	4-IMPRINT	\$3492.60
11/21/2025	Payroll 2025-1121	\$153928.09
11/21/2025	Payroll 2025-1121	\$56980.91
11/21/2025	ACCURATE EMPLOYMENT	\$364.37
11/21/2025	ALERT PROTECTIVE INC	\$137.97
11/21/2025	AMAZON	\$174.17
11/21/2025	CHILDREN'S PLUS INC.	\$609.45
11/21/2025	CONSUMERS' CHECKBOOK	\$900.00
11/21/2025	CRYSTAL MAINTENANCE	\$3515.00
11/21/2025	ENCYCLOPAEDIA BRITAN	\$3061.00
11/21/2025	F.E.MORAN, INC. FIRE	\$7240.00
11/21/2025	FAMBRO MANAGEMENT	\$280.00
11/21/2025	ILLINOIS DEPARTMENT	\$2779.00
11/21/2025	IMAGE SYSTEMS & BUSI	\$402.26
11/21/2025	INGRAM	\$1858.52
11/21/2025	KANOPIY, INC.	\$825.00
11/21/2025	L.W. MECHANICAL SERV	\$300.00
11/21/2025	MIDWEST TAPE	\$6813.43
11/21/2025	OVERDRIVE, INC.	\$1546.31
11/21/2025	SCOTT HEINRICH'S	\$700.00
11/21/2025	SMILE MAKERS	\$229.32
11/21/2025	THE PENWORTHY COMPAN	\$480.37
11/21/2025	THOMSON REUTERS - WE	\$1333.54
11/21/2025	VILLAGE OF MOUNT PRO	\$1196.40
11/21/2025	W. W. GRAINGER, INC.	\$142.45
11/21/2025	WAREHOUSE DIRECT	\$339.41
11/21/2025	EMPLOYEE BENEFITS CO	\$1133.01
11/21/2025	NUB GAMES, INC.	\$627.00
11/21/2025	ETSY	\$186.95
11/21/2025	HBO	\$32.99
11/21/2025	HBO	\$32.99
11/21/2025	HBO	\$32.99
11/23/2025	AMAZON	\$8.99
11/23/2025	AMAZON	\$10.65
11/23/2025	DISPLAYS2GO	\$301.57

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/23/2025	USPS	\$171.60
11/23/2025	OpenAI	\$20.00
11/23/2025	HBO	\$32.99
11/23/2025	NETFLIX	\$17.99
11/23/2025	SPOTIFY	\$19.99
11/23/2025	NETFLIX	\$17.99
11/23/2025	USPS	\$11.26
11/24/2025	VERIZON WIRELESS	\$435.13
11/24/2025	AMAZON	\$91.38
11/24/2025	AMAZON	\$255.01
11/24/2025	AMAZON	\$97.86
11/25/2025	VENTRA	\$250.00
11/25/2025	BAMBU LAB US	\$124.13
11/25/2025	NEX PLAYGROUND	\$97.90
11/25/2025	NETFLIX	\$17.99
11/25/2025	AMAZON	\$371.98
11/25/2025	AMAZON	\$9.48
11/25/2025	USPS	\$4.74
11/25/2025	NATIONAL GEOGRAPHIC	\$64.01
11/25/2025	GOTPRINT.COM	\$560.53
11/25/2025	GOTPRINT.COM	\$164.78
11/26/2025	AFLAC	\$181.92
11/26/2025	EMPLOYEE BENEFITS CO	\$357.80
11/26/2025	CHOMPSHOP	\$837.00
11/26/2025	NEX PLAYGROUND	\$97.90
11/26/2025	USPS	\$35.18
11/26/2025	TARGET	\$59.96
11/27/2025	FIVE BELOW	\$48.00
11/27/2025	USPS	\$20.05
11/27/2025	CALLING POST COMMUNI	\$9.99
11/28/2025	ANDERSON LOCK CO.	\$19.08

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 11/30/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
11/28/2025	AVANTI CAFFE & SANDW	\$2167.00
11/28/2025	CINTAS #22	\$171.30
11/28/2025	CYNTHIA CLAMPITT	\$180.00
11/28/2025	ELM USA, INC.	\$152.45
11/28/2025	ESPOSITO PIANO SERVI	\$135.00
11/28/2025	JOURNAL & TOPICS NEW	\$425.00
11/28/2025	OVERDRIVE, INC.	\$249.93
11/28/2025	TODAY'S BUSINESS SOL	\$300.84
11/28/2025	TRU GREEN-CHEM LAWN	\$93.64
11/28/2025	WAREHOUSE DIRECT	\$247.40
11/28/2025	VILLAGE OF MOUNT PRO	\$91801.99
11/28/2025	VILLAGE OF MOUNT PRO	\$96.00
11/28/2025	VILLAGE OF MOUNT PRO	\$50957.06
11/30/2025	FRIENDS OF THE MPPL	\$44.50
11/30/2025	AMAZON	\$14.38
11/30/2025	VISTAPRINT	\$398.39
11/30/2025	AMAZON	\$2.99
11/30/2025	AWESOME BALLOON CREA	\$75.00
11/30/2025	TARGET	\$59.99
11/30/2025	BROWSERSTACK	\$1068.04
		<hr/> <hr/> <hr/> <hr/> <hr/>
		\$695487.21

# Mount Prospect Public Library

## Board of Trustees

### Treasurer's Report

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

Library General Fund	2,604,643.57
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	5,355,351.62
Debt Service Fund	0.00
Gift Fund	568,259.21
<b>Total All Funds</b>	<b>\$ 10,644,300.66</b>

<b>Disbursements December 2025</b>	<b>\$ 1,284,334.59</b>
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#### Financial Summary

##### Fund Balances

Library General Fund	\$ 2,604,643.57
Annual Operating Budget 2025	\$ 11,413,210.00
General Fund - Months in Reserve	2.7
General Fund - Percent in Reserve	22.8%

##### YTD Spending Summary

- \* We're on target with spending, and our YTD percentage expended is 95.7%
- \* Last year at this time, we had expended 96.7%

##### Levy Collection

- \* To date, 52.26% of the total Tax revenue has been collected

**Mount Prospect Public Library**  
**Statement of Revenues, Expenditures & Fund Balance**  
For the Period Ended 12/31/2025

	<b>Library Fund</b>	<b>Working Cash Fund</b>	<b>Capital Project Fund</b>	<b>Debt Service Fund</b>	<b>Gift Fund</b>	<b>Total Funds</b>
<b>Revenues</b>						
Interest Income	\$9,704.69	\$0.00	\$20,077.83	\$0.00	\$0.00	\$29,782.52
Miscellaneous Fees	\$1,311.41	\$0.00	\$0.00	\$0.00	\$0.00	\$1,311.41
Friends Reimbursement	\$12,620.36	\$0.00	\$0.00	\$0.00	\$0.00	\$12,620.36
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	\$751.59	\$751.59
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$1,075.00	\$1,075.00
<b>Total Revenues</b>	<b>\$23,636.46</b>	<b>\$0.00</b>	<b>\$20,077.83</b>	<b>\$0.00</b>	<b>\$1,826.59</b>	<b>\$45,540.88</b>
<b>Expenses</b>						
Salaries & Benefits	\$656,375.69	\$0.00	\$0.00	\$0.00	\$0.00	\$656,375.69
Management Expense	\$55,396.89	\$0.00	\$0.00	\$0.00	\$0.00	\$55,396.89
Operating Expense	\$68,367.11	\$0.00	\$0.00	\$0.00	\$0.00	\$68,367.11
Building Expense	\$69,261.03	\$0.00	\$0.00	\$0.00	\$0.00	\$69,261.03
Library Materials	\$91,157.67	\$0.00	\$0.00	\$0.00	\$0.00	\$91,157.67
Reimbursable Expense	\$1,991.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,991.85
Capital Outlay	\$0.00	\$0.00	\$155,516.21	\$0.00	\$0.00	\$155,516.21
<b>Total Expenses</b>	<b>\$942,550.24</b>	<b>\$0.00</b>	<b>\$155,516.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,098,066.45</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$3,523,557.35</b>	<b>\$2,116,046.26</b>	<b>\$5,490,790.00</b>	<b>\$0.00</b>	<b>\$566,432.62</b>	<b>\$11,696,826.23</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$918,913.78)</b>	<b>\$0.00</b>	<b>(\$135,438.38)</b>	<b>\$0.00</b>	<b>\$1,826.59</b>	<b>(\$1,052,525.57)</b>
<b>ENDING FUND BALANCE</b>	<b>\$2,604,643.57</b>	<b>\$2,116,046.26</b>	<b>\$5,355,351.62</b>	<b>\$0.00</b>	<b>\$568,259.21</b>	<b>\$10,644,300.66</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 12/31/2025

	M.T.D. Receipts	Y.T.D. Receipts	Budgeted Receipts	Uncollected Receipts	Percent Collected	Percent Uncollected
<b>Library Fund</b>						
Property Taxes	\$0.00	\$5,827,339.48	\$11,150,060.00	\$5,322,720.52	52.26%	47.74%
Illinois Per Capita Grant	\$0.00	\$83,856.70	\$83,900.00	\$43.30	99.95%	0.05%
Interest Income	\$9,704.69	\$222,782.40	\$100,000.00	(\$122,782.40)	222.78%	(122.78%)
Fees	\$1,270.41	\$23,465.89	\$18,250.00	(\$5,215.89)	128.58%	(28.58%)
For Sale Items	\$41.00	\$439.25	\$400.00	(\$39.25)	109.81%	(9.81%)
Miscellaneous Income	\$0.00	\$7,512.05	\$0.00	(\$7,512.05)	0.00%	0.00%
Friends Reimbursement	\$12,620.36	\$41,395.32	\$44,400.00	\$3,004.68	93.23%	6.77%
Foundation Reimbursement	\$0.00	\$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%
<b>Total Library Fund</b>	<b>\$23,636.46</b>	<b>\$6,215,845.41</b>	<b>\$11,408,210.00</b>	<b>\$5,192,364.59</b>	<b>54.49%</b>	<b>45.51%</b>
<b>Working Cash Fund</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<b>Total Working Cash Fund</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Capital Projects Fund</b>						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$20,077.83	\$270,188.47	\$0.00	(\$270,188.47)	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%
<b>Total Capital Projects Fund</b>	<b>\$20,077.83</b>	<b>\$270,188.47</b>	<b>\$0.00</b>	<b>(\$270,188.47)</b>	<b>0.00%</b>	<b>0.00%</b>

# Mount Prospect Public Library

## Revenue Report

For the Period Ended 12/31/2025

<u><b>Gift Fund</b></u>	<u><b>M.T.D. Receipts</b></u>	<u><b>Y.T.D. Receipts</b></u>	<u><b>Budgeted Receipts</b></u>	<u><b>Uncollected Receipts</b></u>	<u><b>Percent Collected</b></u>	<u><b>Percent Uncollected</b></u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$751.59	\$2,379.44	\$5,000.00	\$2,620.56	47.59%	52.41%
Donations	\$1,075.00	\$2,420.64	\$0.00	(\$2,420.64)	0.00%	0.00%
<b>Total Gift Fund</b>	<b>\$1,826.59</b>	<b>\$4,800.08</b>	<b>\$5,000.00</b>	<b>\$199.92</b>	<b>96.00%</b>	<b>4.00%</b>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 12/31/2025

<u>Library Fund</u>	<b>M.T.D. Expended</b>	<b>Y.T.D. Expended</b>	<b>Annual Budget</b>	<b>Budget Remaining</b>	<b>Percent Expended</b>	<b>Percent Remaining</b>
Salaries & Benefits						
Salaries	\$530,480.84	\$5,858,785.85	\$6,065,713.00	\$206,927.15	96.59%	3.41%
IMRF	\$19,058.35	\$340,442.30	\$365,463.00	\$25,020.70	93.15%	6.85%
MC/FICA	\$38,003.39	\$421,277.37	\$461,583.00	\$40,305.63	91.27%	8.73%
Medical Insurance	\$68,681.71	\$794,396.67	\$795,000.00	\$603.33	99.92%	0.08%
Life Insurance	\$151.40	\$1,803.66	\$3,000.00	\$1,196.34	60.12%	39.88%
Unemployment Compensation Tax	\$0.00	\$9,380.81	\$7,000.00	(\$2,380.81)	134.01%	(34.01%)
<b>Total Salaries &amp; Benefits</b>	<b>\$656,375.69</b>	<b>\$7,426,086.66</b>	<b>\$7,697,759.00</b>	<b>\$271,672.34</b>	<b>96.47%</b>	<b>3.53%</b>
Management Expenses						
Audit	\$0.00	\$5,800.00	\$6,600.00	\$800.00	87.88%	12.12%
Legal Fees	\$0.00	\$14,606.65	\$10,000.00	(\$4,606.65)	146.07%	(46.07%)
Printing	\$9,105.05	\$99,978.28	\$100,000.00	\$21.72	99.98%	0.02%
Marketing	\$18,161.29	\$80,955.86	\$100,800.00	\$19,844.14	80.31%	19.69%
Professional Dues	\$3,165.00	\$14,145.00	\$14,500.00	\$355.00	97.55%	2.45%
Board Development	\$389.24	\$1,852.59	\$3,100.00	\$1,247.41	59.76%	40.24%
Human Resources	\$19,000.02	\$144,921.85	\$174,400.00	\$29,478.15	83.10%	16.90%
Other Operating	\$7,858.18	\$24,985.25	\$42,655.00	\$17,669.75	58.58%	41.42%
<b>Total Management Expenses</b>	<b>\$57,678.78</b>	<b>\$387,245.48</b>	<b>\$452,055.00</b>	<b>\$64,809.52</b>	<b>85.66%</b>	<b>14.34%</b>
Operating Expenses						
Telecommunications	\$2,528.05	\$47,334.02	\$34,900.00	(\$12,434.02)	135.63%	(35.63%)
Insurance	\$0.00	\$101,247.90	\$105,000.00	\$3,752.10	96.43%	3.57%
Office Supplies	\$1,068.33	\$23,221.55	\$30,050.00	\$6,828.45	77.28%	22.72%
Library Supplies	\$2,594.73	\$18,781.04	\$25,500.00	\$6,718.96	73.65%	26.35%
Postage	\$4,348.67	\$27,251.63	\$34,000.00	\$6,748.37	80.15%	19.85%
Contract Services	\$19.99	\$140,121.76	\$118,600.00	(\$21,521.76)	118.15%	(18.15%)
Software	\$57,807.34	\$163,647.28	\$141,375.00	(\$22,272.28)	115.75%	(15.75%)
<b>Total Operating Expenses</b>	<b>\$68,367.11</b>	<b>\$521,605.18</b>	<b>\$489,425.00</b>	<b>(\$32,180.18)</b>	<b>106.58%</b>	<b>(6.58%)</b>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 12/31/2025

	<b>M.T.D. Expended</b>	<b>Y.T.D. Expended</b>	<b>Annual Budget</b>	<b>Budget Remaining</b>	<b>Percent Expended</b>	<b>Percent Remaining</b>
Building Expenses						
Building Maintenance	\$5,550.23	\$176,408.40	\$156,710.00	(\$19,698.40)	112.57%	(12.57%)
Hardware & System Maintenance	\$459.70	\$161,889.39	\$148,525.00	(\$13,364.39)	109.00%	(9.00%)
Janitorial	\$5,576.51	\$73,650.68	\$79,300.00	\$5,649.32	92.88%	7.12%
Equipment	\$53,860.63	\$178,802.90	\$192,220.00	\$13,417.10	93.02%	6.98%
Utilities	\$3,813.96	\$44,925.52	\$47,951.00	\$3,025.48	93.69%	6.31%
<b>Total Building Expenses</b>	<b>\$69,261.03</b>	<b>\$635,676.89</b>	<b>\$624,706.00</b>	<b>(\$10,970.89)</b>	<b>101.76%</b>	<b>(1.76%)</b>
Services and Resources						
Adult Print	\$14,857.77	\$186,003.72	\$256,800.00	\$70,796.28	72.43%	27.57%
Adult AV	\$2,498.06	\$28,845.11	\$33,400.00	\$4,554.89	86.36%	13.64%
Youth Print	\$18,373.86	\$144,041.48	\$177,800.00	\$33,758.52	81.01%	18.99%
Youth AV	\$756.46	\$20,718.41	\$24,000.00	\$3,281.59	86.33%	13.67%
Magazines	\$3,349.06	\$26,262.43	\$18,600.00	(\$7,662.43)	141.20%	(41.20%)
Electronic Resources	\$15,025.81	\$144,304.60	\$190,000.00	\$45,695.40	75.95%	24.05%
Digital Media	\$18,300.74	\$342,540.58	\$338,065.00	(\$4,475.58)	101.32%	(1.32%)
E-Learning	\$0.00	\$42,792.19	\$50,000.00	\$7,207.81	85.58%	14.42%
Library of Things	\$5,190.07	\$66,354.53	\$75,000.00	\$8,645.47	88.47%	11.53%
Microform	\$0.00	\$668.20	\$700.00	\$31.80	95.46%	4.54%
Processing Supplies	\$1,269.31	\$35,216.14	\$28,000.00	(\$7,216.14)	125.77%	(25.77%)
Programs	\$11,536.53	\$95,112.74	\$101,300.00	\$6,187.26	93.89%	6.11%
<b>Total Services and Resources</b>	<b>\$91,157.67</b>	<b>\$1,132,860.13</b>	<b>\$1,293,665.00</b>	<b>\$160,804.87</b>	<b>87.57%</b>	<b>12.43%</b>
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
<b>Total Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$800,000.00</b>	<b>\$800,000.00</b>	<b>0.00%</b>	<b>100.00%</b>
Sponsored Expenses						
Foundation Expenses	\$93.52	\$9,150.81	\$11,200.00	\$2,049.19	81.70%	18.30%
Friends Expenses	\$1,898.33	\$43,075.03	\$44,400.00	\$1,324.97	97.02%	2.98%
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%
<b>Total Sponsored Expenses</b>	<b>\$1,991.85</b>	<b>\$52,225.84</b>	<b>\$55,600.00</b>	<b>\$3,374.16</b>	<b>93.93%</b>	<b>6.07%</b>

# Mount Prospect Public Library

## Expense Report

For the Period Ended 12/31/2025

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$944,832.13	\$10,155,700.18	\$11,413,210.00	\$1,257,509.82	88.98%	11.02%

### 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%

### Capital Project Fund

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	\$155,516.21	\$596,824.84	\$687,232.00	\$90,407.16	86.84%	13.16%
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		\$155,516.21	\$596,824.84	\$687,232.00	\$90,407.16	86.84%	13.16%

### Gift Fund

300-6840-99	Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99	Operating Expenses	\$0.00	\$9,846.00	\$50,000.00	\$40,154.00	19.69%	80.31%
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		\$0.00	\$9,933.98	\$50,000.00	\$40,066.02	19.87%	80.13%

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/01/2025	JOHNSON CONTROLS SEC	\$261.00
12/01/2025	ICMA RETIREMENT TRUS	\$5683.69
12/01/2025	AMAZON	\$27.99
12/01/2025	ZOOM	\$40.00
12/01/2025	AMAZON	\$20.29
12/02/2025	CONSTELLATION NEW EN	\$1322.87
12/03/2025	Woodforest 12/03/2025 (\$16.30)	\$16.30
12/03/2025	UPRINTING	\$218.60
12/03/2025	CHOMPSHOP	\$558.00
12/03/2025	PERSNICKETY'S	\$29.90
12/03/2025	TONIES US	\$696.00
12/03/2025	HOMELESS TRAINING IN	\$1399.00
12/03/2025	AMAZON	\$9.98
12/03/2025	AMAZON	\$17.99
12/03/2025	AMAZON	\$9.77
12/03/2025	AMAZON	\$125.86
12/03/2025	VOXTELESYS INC	\$338.21
12/03/2025	ZOOM	\$79.45
12/03/2025	WALMART	\$30.62
12/03/2025	COSTCO	\$57.96
12/03/2025	JEWEL OSCO	\$34.95
12/03/2025	LIBRARY FURNITURE IN	\$235.25
12/03/2025	AMAZON	\$8.99
12/03/2025	AMAZON	\$8.99
12/03/2025	AMAZON	\$2.99
12/03/2025	NETFLIX	\$17.99
12/03/2025	AMAZON	\$8.99
12/03/2025	AMAZON	\$8.99
12/03/2025	DISNEY	\$34.65
12/03/2025	ADOBE	\$1.78
12/03/2025	KIDS SPORTS ILLUSTRA	\$26.51
12/04/2025	FIVE BELOW	\$40.00
12/04/2025	AMAZON	\$4.57
12/04/2025	AMAZON	\$93.52
12/04/2025	AMAZON	\$78.76
12/04/2025	AMAZON	\$78.61
12/04/2025	ACORN TV	\$89.99

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/04/2025	AMAZON	\$8.99
12/04/2025	NETFLIX	\$17.99
12/04/2025	CRAINS CHICAGO	\$225.00
12/04/2025	HR SOURCE	\$95.00
12/05/2025	AMAZON	\$13021.47
12/05/2025	ANDERSON LOCK CO.	\$149.65
12/05/2025	AV CHICAGO INC	\$1455.00
12/05/2025	BLACKSTONE PUBLISHIN	\$745.35
12/05/2025	CHILDREN'S PLUS, INC	\$11493.96
12/05/2025	COOPERATIVE COMPUTER	\$24702.93
12/05/2025	EWALD INTERIORS INC	\$129.00
12/05/2025	FAR EASTERN BOOKS	\$375.00
12/05/2025	FORTÉ	\$1084.78
12/05/2025	GALE	\$18.85
12/05/2025	INGRAM	\$13823.75
12/05/2025	KAREN CHAN FINANCIAL	\$325.00
12/05/2025	AWESOME BALLOON CREA	\$275.00
12/05/2025	MIDWEST TAPE	\$108.98
12/05/2025	NANNY NIKKI MUSIC	\$825.00
12/05/2025	OVERDRIVE, INC.	\$16539.11
12/05/2025	SCHAUMBURG TOWNSHIP	\$90.00
12/05/2025	SHAKESPEARE PROJECT	\$750.00
12/05/2025	SIGN TECH, INC.	\$30.00
12/05/2025	SMILE MAKERS	\$134.85
12/05/2025	STEPHANIE JOHANSON	\$1000.00
12/05/2025	THE LANGUAGE LABS	\$195.00
12/05/2025	WAREHOUSE DIRECT	\$1272.04
12/05/2025	EMPLOYEE BENEFITS CO	\$1373.01
12/05/2025	Payroll 2025-1205-2	\$147904.30
12/05/2025	Payroll 2025-1205-2	\$55136.91
12/05/2025	COSTCO	\$21.98
12/05/2025	AMAZON	\$13.30

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/05/2025	USPS	\$22.96
12/05/2025	COSTCO	\$48.95
12/05/2025	MICROSOFT	\$44.00
12/05/2025	AMAZON	\$8.99
12/05/2025	AMAZON	\$8.99
12/05/2025	AMAZON	\$8.99
12/07/2025	USPS	\$5.86
12/07/2025	COSTCO	\$40.69
12/07/2025	LANDS' END	\$40.66
12/07/2025	AMAZON	\$100.48
12/07/2025	NEX PLAYGROUND	\$97.90
12/07/2025	FUN EXPRESS	\$285.65
12/07/2025	AMAZON	\$8.99
12/07/2025	NETFLIX	\$17.99
12/07/2025	NETFLIX	\$17.99
12/07/2025	NETFLIX	\$17.99
12/07/2025	ROCKETGENIUS, INC	\$99.00
12/08/2025	AT&T	\$767.31
12/08/2025	ICMA RETIREMENT TRUS	\$4180.13
12/08/2025	LITTLE GREEN APPLE	\$10.58
12/08/2025	AMAZON	\$24.85
12/08/2025	AMAZON	\$78.13
12/09/2025	AMAZON	\$14.97
12/09/2025	AMAZON	\$14.98
12/09/2025	DELL MARKETING L.P.	\$30166.24
12/09/2025	DELL MARKETING L.P.	\$3470.74
12/09/2025	VISTAPRINT	\$169.24
12/09/2025	AMAZON	\$2.99
12/09/2025	DISNEY	\$34.65
12/09/2025	NETFLIX	\$17.99
12/10/2025	THE HOME DEPOT	\$355.11
12/10/2025	POSTMASTER	\$2739.04
12/10/2025	AMERICAN LIBRARY AS	\$215.00
12/10/2025	AMAZON	\$8.99
12/10/2025	USPS	\$10.90
12/10/2025	BITLY, INC	\$348.00
12/11/2025	SHELL OIL COMPANY	\$43.43
12/11/2025	REPUBLIC SERVICES #5	\$373.18

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/11/2025	HR SOURCE	\$1100.00
12/11/2025	NEX PLAYGROUND	\$97.90
12/11/2025	AMAZON	\$128.40
12/11/2025	CENTRAL CONTINENTAL	\$29.67
12/11/2025	AMAZON	\$51.91
12/11/2025	PARAMOUNT+	\$125.99
12/11/2025	USPS	\$15.14
12/12/2025	AMERICAN LANDSCAPING	\$720.00
12/12/2025	AMERICAN LIBRARY AS	\$3170.00
12/12/2025	BUSSE AUTOMOTIVE	\$801.88
12/12/2025	CINTAS #22	\$171.30
12/12/2025	COMPLETE TEMPERATURE	\$3549.00
12/12/2025	DAILY HERALD	\$32.40
12/12/2025	DEMCO	\$5461.40
12/12/2025	ELM USA, INC.	\$1146.32
12/12/2025	ILLINOIS DEPARTMENT	\$737.60
12/12/2025	IMAGE SYSTEMS & BUS	\$6331.14
12/12/2025	IMBERT INTERNATIONAL	\$480.00
12/12/2025	INGRAM	\$5816.70
12/12/2025	KJR STUDIO PRODUCTIO	\$350.00
12/12/2025	MENARDS	\$161.95
12/12/2025	NETRIX LLC	\$5000.00
12/12/2025	OVERDRIVE, INC.	\$3037.93
12/12/2025	PLAYAWAY PRODUCTS	\$120.68
12/12/2025	RAILS	\$15000.00
12/12/2025	ROSA M ZILINSKAS	\$300.00
12/12/2025	SMC CONSTRUCTION SER	\$42424.00
12/12/2025	SUPERIOR INDUSTRIAL	\$474.50
12/12/2025	TEE JAY SERVICE COMP	\$67241.72
12/12/2025	TERMINIX COMMERCIAL	\$121.71
12/12/2025	THE LANGUAGE LABS	\$195.00
12/12/2025	VILLAGE OF MOUNT PRO	\$8813.50
12/12/2025	W. W. GRAINGER, INC.	\$137.11
12/12/2025	WAREHOUSE DIRECT	\$269.28
12/12/2025	LIBRARY FURNITURE IN	\$2337.00
12/12/2025	CUSTOMREALESTATESIGN	\$289.15
12/12/2025	THE HOME DEPOT	\$91.74
12/12/2025	DELL MARKETING L.P.	\$207.06

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/12/2025	CHICAGO SUN TIMES	\$60.83
12/12/2025	GENEALOGICAL.COM, IN	\$59.95
12/12/2025	WALMART	\$21.87
12/12/2025	PROMOTIONS NOW	\$484.69
12/14/2025	GOTPRINT.COM	\$265.08
12/14/2025	STICKER MULE	\$494.50
12/14/2025	AMAZON	\$57.98
12/14/2025	LANDS' END	\$1097.68
12/14/2025	AMAZON	\$8.99
12/14/2025	AMAZON	\$2.99
12/14/2025	AMAZON	\$5.99
12/14/2025	DISNEY	\$34.65
12/14/2025	NETFLIX	\$17.99
12/14/2025	NETFLIX	\$17.99
12/14/2025	NETFLIX	\$17.99
12/14/2025	KHEPRI KITCHEN+ COFF	\$119.57
12/14/2025	JEWEL OSCO	\$15.98
12/14/2025	AMAZON	\$55.92
12/14/2025	WALMART	\$21.70
12/14/2025	KD MARKET	\$23.40
12/14/2025	THIRDEYEComics.COM	\$18.99
12/16/2025	ONLINE LABELS, INC	\$51.02
12/16/2025	LE PEEP	\$101.52
12/16/2025	AMAZON	\$2.99
12/16/2025	USPS	\$6.82
12/16/2025	LAKESHORE LEARNING	\$218.99
12/16/2025	OpenAI	\$20.00
12/17/2025	AMAZON	\$2082.40
12/17/2025	ADOBE	\$17524.32
12/17/2025	LANDS' END	\$67.96
12/17/2025	AMAZON	\$239.00
12/17/2025	AMAZON	\$8.99
12/17/2025	AMAZON	\$8.99
12/17/2025	AMAZON	\$2.99
12/17/2025	POTBELLY	\$29.48
12/17/2025	WALL STREET JOURNAL	\$64.99
12/18/2025	PET BENEFIT SOLUTION	\$60.50

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/18/2025	TOTALLYPROMOTIONAL	\$912.20
12/18/2025	AMAZON	\$1255.41
12/18/2025	AQUENT LLC	\$355.00
12/18/2025	AMAZON	\$48.99
12/18/2025	AMAZON	\$2348.00
12/18/2025	AMAZON SERVICES LLC	\$70.35
12/18/2025	AMAZON	\$1479.96
12/18/2025	GENEALOGICAL.COM, IN	\$22.45
12/19/2025	ACCURATE EMPLOYMENT	\$104.34
12/19/2025	AMAZON	\$7279.10
12/19/2025	AMERICAN LANDSCAPING	\$400.00
12/19/2025	CANINE DETECTION & I	\$1300.00
12/19/2025	CHICAGO COMMUNICATIO	\$7500.00
12/19/2025	CRYSTAL MAINTENANCE	\$3515.00
12/19/2025	DISCOVERY CENTER MUS	\$475.00
12/19/2025	HARTWIG MECHANICAL	\$3889.02
12/19/2025	INGRAM	\$2580.95
12/19/2025	KANOPIY, INC.	\$891.00
12/19/2025	LACONI, INC.	\$150.00
12/19/2025	LAURA DOHERTY	\$550.00
12/19/2025	LIBRARIES FIRST	\$1483.00
12/19/2025	MIDWEST TAPE	\$6817.30
12/19/2025	OVERDRIVE, INC.	\$4493.98
12/19/2025	PLAYAWAY PRODUCTS	\$357.69
12/19/2025	PROQUEST INFORMATION	\$9074.47
12/19/2025	STAPLES BUSINESS ADV	\$1012.19
12/19/2025	THOMSON REUTERS - WE	\$1333.54
12/19/2025	TODAY'S BUSINESS SOL	\$14730.32
12/19/2025	TRAF-SYS INC	\$240.00
12/19/2025	USA TODAY	\$335.28
12/19/2025	VILLAGE OF MOUNT PRO	\$1196.40
12/19/2025	W. W. GRAINGER, INC.	\$138.26
12/19/2025	WAREHOUSE DIRECT	\$866.07
12/19/2025	EMPLOYEE BENEFITS CO	\$1373.01
12/19/2025	Payroll 2025-1219-2	\$181101.29
12/19/2025	Payroll 2025-1219-2	\$70332.48
12/19/2025	VILLAGE OF MOUNT PRO	\$55684.27
12/19/2025	VILLAGE OF MOUNT PRO	\$80.00

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/19/2025	TOTALLYPROMOTIONAL	\$149.05
12/19/2025	UPRINTING	\$190.97
12/19/2025	KANI TECHNOLOGIES IN	\$2736.00
12/19/2025	AMAZON	\$23.97
12/19/2025	AMAZON	\$13.08
12/19/2025	ComplianceSigns.com	\$35.41
12/19/2025	VISTAPRINT	\$39.97
12/19/2025	AMAZON	\$32.97
12/19/2025	AMAZON	\$54.41
12/19/2025	ULINE	\$94.37
12/19/2025	LOWE'S	\$198.00
12/19/2025	AMAZON	\$5.01
12/19/2025	AMAZON	\$24.99
12/19/2025	LANDS' END	\$1078.60
12/19/2025	AMAZON	\$1999.94
12/21/2025	4ALLPROMOS	\$567.07
12/21/2025	DISPLAYS2GO	\$1866.83
12/21/2025	AMAZON	\$28.99
12/21/2025	AMAZON	\$616.73
12/21/2025	HBO	\$32.99
12/21/2025	AMAZON	\$200.20
12/21/2025	AMAZON	\$46.87
12/21/2025	AMAZON	\$7.25
12/21/2025	AMAZON	\$8.49
12/21/2025	AMAZON	\$9.38
12/21/2025	JEWEL OSCO	\$30.74
12/21/2025	WALMART	\$17.40
12/21/2025	AMAZON	\$55.11
12/21/2025	DISCOUNT SCHOOL SUPP	\$610.79
12/21/2025	MENARDS	\$293.54
12/21/2025	WALMART	\$23.20
12/21/2025	LANDS' END	\$792.32
12/22/2025	COMCAST BUSINESS	\$270.70
12/22/2025	ICMA RETIREMENT TRUS	\$4587.09

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**

For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/22/2025	HBO	\$32.99
12/22/2025	NETFLIX	\$17.99
12/22/2025	AMAZON	\$79.59
12/22/2025	AMAZON	\$44.98
12/22/2025	AMAZON	\$17.97
12/22/2025	AMAZON	\$470.46
12/22/2025	KAPLAN EARLY LEARNIN	\$678.44
12/22/2025	AMAZON	\$115.75
12/22/2025	AMAZON	\$79.08
12/22/2025	OpenAI	\$20.00
12/23/2025	VERIZON WIRELESS	\$1955.13
12/23/2025	AMAZON	\$8.99
12/23/2025	NETFLIX	\$17.99
12/23/2025	AMAZON	\$8.99
12/23/2025	AMAZON	\$132.72
12/23/2025	AMAZON	\$98.04
12/23/2025	AMAZON	\$31.87
12/23/2025	SPOTIFY	\$19.99
12/23/2025	USPS	\$7.67
12/23/2025	HR SOURCE	\$2495.00
12/23/2025	CHICAGO TRIBUNE	\$600.00
12/23/2025	4-IMPRINT	\$272.41
12/24/2025	ELS - Vehicle Registration - 12/24/2025	\$302.00
12/24/2025	VENTRA	\$355.00
12/24/2025	CHICAGO TRIBUNE	\$260.00
12/25/2025	NETFLIX	\$17.99
12/25/2025	LAKESHORE LEARNING	\$1364.94
12/26/2025	ELS - Vehicle Registration - 12/26/2025	\$762.00
12/28/2025	AMAZON	\$27.50
12/28/2025	AMAZON	\$199.92
12/28/2025	AMAZON	\$275.69

**Mount Prospect Public Library**  
**Transactions - Bank and Credit Card Charges**  
For the Period Ended 12/31/2025

<b>Date</b>	<b>Source</b>	<b>Amount</b>
12/28/2025	CALLING POST COMMUNI	\$9.99
12/29/2025	AFLAC	\$181.92
12/29/2025	ZOHO Corporation	\$546.48
12/29/2025	THE NEW YORK TIMES	\$1378.05
12/30/2025	ELS - Vehicle Registration - 12/30/2025	\$604.00
12/30/2025	AMAZON	\$2.99
12/31/2025	Payroll 2026-0102	\$148785.74
12/31/2025	Payroll 2026-0102	\$54748.49
12/31/2025	ELS - Vehicle Registration - 12/31/2025	\$151.00
12/31/2025	EMPLOYEE BENEFITS CO	\$107.80
12/31/2025	VILLAGE OF MOUNT PRO	\$102804.06
12/31/2025	ZOOM	\$2159.30
12/31/2025	ADJUST-MOBILE BEACON	\$5880.00
12/31/2025	CONSTANT CONTACT	\$3381.70
		<b><u>\$1284334.59</u></b>

Mount Prospect Public Library  
Board of Trustees

**RESOLUTION NO. 2026-1**

**A RESOLUTION ACKNOWLEDGING PAYMENT TO MOUNT PROSPECT PUBLIC LIBRARY  
UNDER THE TERMS OF A GROUND LEASE AGREEMENT**

**WHEREAS**, on November 6, 2002, the Village of Mount Prospect ("the Village") and the Mount Prospect Public Library ("the Library") entered into a Ground Lease Agreement (the "Lease") providing, among other things, for the Village to lease certain property ("Property") from the Library; and

**WHEREAS**, the Library has caused its attorney and staff to review the terms of the Lease and the current status of the Property and its usage; and

**WHEREAS**, the attorney and staff have reported that both the Village and the Library are in substantial compliance with all material terms of the Lease; and

**WHEREAS**, the Board of Trustees have determined that it is in the best interests of the Library and its residents to assure that there is continued compliance with the Lease; and

**WHEREAS**, Section 3.02 of the Ground Lease Agreement allows the tenant (Village of Mount Prospect) an option to extend the term of the lease for five additional consecutive terms of twenty (20) years each; and

**WHEREAS**, on March 21, 2023, the Library exercised the option to renew the Ground Lease Agreement for a second, twenty-year (20) term to expire December 2042.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MOUNT PROSPECT PUBLIC LIBRARY, COOK COUNTY, ILLINOIS:**

**SECTION ONE:** That the parties are in substantial compliance with all material terms of the Lease.

**SECTION TWO:** That the Library Board of Trustees will receive before December 31, 2025 from the Village of Mount Prospect the sum of \$1.00 as is due per the terms of the Lease and authorized per Village Resolution No. 39-25 passed December 16, 2025.

**SECTION THREE:** That this Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

**AYES:** \_\_\_\_\_

\_\_\_\_\_

**NAYS:** \_\_\_\_\_

\_\_\_\_\_

**ABSENT:** \_\_\_\_\_

Passed and approved this 15th day of January 2026.

Kristine O'Sullivan, Library Board President

# MEMO – ADOPT WCAG GUIDELINES

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: January 15, 2026  
Re: Adoption of Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA

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Comments: In April 2024, the U.S. Department of Justice issued a Final Rule under Title II of the Americans with Disabilities Act requiring websites of public entities to meet Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA standards.

The Mount Prospect Public Library is actively working to bring its digital platforms into compliance with these requirements and anticipates meeting the April 2026 compliance deadline. As an additional demonstration of the library's commitment to inclusivity, accessibility, and regulatory compliance, staff recommend that the Board of Trustees formally adopt WCAG Version 2.1, Level AA as the library's accessibility standard.

**"The Board of Trustees of the Mount Prospect Public Library hereby adopts the Web Content Accessibility Guidelines (WCAG), Version 2.1, Level AA, as the library's digital accessibility standard. The library Executive Director, and/or her designee(s), is authorized and directed to take all necessary steps to implement WCAG Version 2.1, Level AA to ensure that the library's digital content, services, and platforms are accessible to individuals with disabilities and compliant with the U.S. Department of Justice's ADA Title II Final Rule."**

As part of this initiative, the library will include the following accessibility statement on the ADA Accessibility page of its website:

"The Mount Prospect Public Library is committed to ensuring equitable access to its collections, programs, events, meetings, services, and digital resources for all members of the community.

The library uses the Web Content Accessibility Guidelines (WCAG), Version 2.1, Level AA, as its accessibility standard and works continuously to improve the accessibility of its website and digital offerings.

If you encounter any accessibility barriers while using the library's website or applications; wish to report an accessibility concern—digital, technological, or physical; or need to request reasonable accommodations, please contact us at [xxx@mppl.org](mailto:xxx@mppl.org). The library will make reasonable efforts to provide effective communication, accessible content, and appropriate accommodations to meet individual needs."

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# MEMO – INTERLIBRARY LOAN POLICY AND LIBRARY CARD AND BORROWING POLICY

## Mount Prospect Public Library

To: Board of Trustees  
From: Su Reynders, Executive Director  
Date: January 15, 2026  
Re: 2025 Policy Review Project and Review of Interlibrary Loan Policy and Library Card and Borrowing Policy

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Comments: We have reached the end of the evaluation of all our public policies.

In total, we had about 50 policies to review and have brought some to each board meeting throughout 2025.

The goals of this project were to:

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

This month we are reviewing the **Interlibrary Loan Policy and the Library Card and Borrowing Policy** in the Services and Collections category.

### Interlibrary Loan Policy Updates

1. Added a Purpose section that includes reference to CCS membership (I A).
2. Streamlined references to the ILL codes we follow (IIB).
3. Clarified the resources used before resorting to ILL (IIC).
4. Consolidated the specific lending guidelines and removed internal processes (III A and B).
5. Simplified the borrowing guidelines for patrons and removed reference to specific fees charged (IV).
6. Added a section about lending guidelines for other libraries (V).

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### **Library Card and Borrowing Policy Updates**

1. This new policy combines and replaces the previous Circulation and Library Records Confidentiality Policy, Circulation Services Refund Policy, and Library Card and Patron Registration Policy and Guidelines.
2. Added a Purpose section (IA).
3. Added a Cards for Kids section to align with the current legislation (IID).
4. Updated the “school services accounts” section to reflect the current “teacher cards” we provide (IIF).
5. Removed the employee library card section (employee guidelines are included in the Employee Handbook).
6. Added reference to CCS patrons in the reciprocal patrons section (IIG).
7. Updated the “temporary, restricted use library cards” section to include a provision for patrons who repeatedly misuse library materials (IIH).
8. Removed the fee for lost cards (II I).
9. Removed the Confidentiality of Patron Records section as that information is covered in the Patron Privacy Policy.
10. Added reference to the Lucky Day collection in the Holds section (IVB1).
11. Clarified what happens if materials are not returned in a timely manner (IVC1).
12. Expanded the guidelines for fees to include reference to multi part items (IVC4).
13. Added a Library of Things section (IVD).

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# Interlibrary Loan Policy

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## I. Purpose

- A. The purpose of this policy is to describe the Mount Prospect Public Library's interlibrary loan (ILL) services involving libraries outside the CCS consortium and to provide guidelines for the scope and limitations of the service.

## II. Interlibrary Loan Policy

- A. The library provides interlibrary loan service to enhance and extend the resources available to its patrons. Because the library cannot purchase or subscribe to every useful resource, interlibrary loan is an essential part of the library's effort to meet the informational needs of the community.
- B. Interlibrary loans will be conducted in accordance with the Illinois Library and Information Network Interlibrary Loan Code (ILLINET) and the ALA National Interlibrary Loan Code.
- C. The library will first utilize local resources, including its own collection and the collections of the CCS consortium, before initiating an interlibrary loan request.

## III. Guidelines for Items

- A. The following items can be requested by patrons and other libraries:
  1. Audiobooks, Blu-rays, CDs, DVDs, Playaways (requested from in-state libraries only)
  2. Books, Sheet Music
  3. Articles may be copied and sent upon request in compliance with Title 17 of the U.S. Code
- B. The following items cannot be requested by patrons and other libraries:
  1. Materials with an item status of "New" or "Lucky Day"
  2. Downloadable/e-materials
  3. Library of Things items
  4. Magazines
  5. Microfilm
  6. Video games

## IV. Borrowing Guidelines for Patrons

- A. Borrowers must have a valid Mount Prospect Public Library card in good standing to make a request. Business cards are eligible for interlibrary loans. Teacher cards are not eligible for interlibrary loans.
- B. ILL items must be picked up and returned to the Mount Prospect Public Library or the South Branch.
- C. An item may be requested if it is not owned by MPPL or a library in the CCS consortium. The library reserves the discretion to request an item owned by MPPL under certain circumstances, including when the item has been missing or overdue for more than one month.
- D. The patron is responsible for all fees for damaged or lost materials charged by the lending library.
- E. The lending library may require items lent to be used in the library only and not to be taken home.
- F. Renewal requests must be made prior to the due date. The decision to renew is at the discretion of the lending library and cannot be guaranteed.

Mount Prospect Public Library  
Interlibrary Loan Policy

V. Lending Guidelines for Other Libraries

- A. Demand by Mount Prospect residents and the condition of material will determine whether any item will be loaned at the time requested.
- B. Renewal requests must be made prior to the due date. The decision to renew is at the discretion of the interlibrary loan staff.

DRAFT

**Revision History**

09/2019, 07/2018, 05/2016, 06/2015, 05/2014, 06/2013, 08/16/2012, 05/2012, 09/2011, 05/2010, 08/2009, 05/2008, 11/2007, 04/15/2004, 05/2002, 01/1998, 07/1991

# Library Card and Borrowing Policy

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## I. Purpose

- A. The purpose of this policy is to provide guidelines for the issuance of library cards and the borrowing and return of materials at the Mount Prospect Public Library. It is intended to ensure that all members of the public are provided with consistent and equitable services from the library and that patrons understand their rights and responsibilities as library cardholders.

## II. Library Cards

### A. Residents of Mount Prospect

1. Residents of incorporated Mount Prospect are eligible to receive a free library card. To be issued a library card, residents must provide a photo ID and proof of residency (drivers' license, State ID, current utility bill, etc.).
2. The library reserves the right to ask for additional identification. Cards are valid for the duration of the patron's residency in incorporated Mount Prospect. Library cards that have not been used for at least three (3) years will be purged from the system.

### B. Minors

1. Children under the age of 18 require a parent or guardian present, along with proof of current address, to receive a library card. The parent/legal guardian assumes full responsibility for any material checked out on the child's card, including any fines or fees incurred for lost or damaged material.

### C. Non-Resident Fee Cards

1. Illinois residents who do not have access to public library services because they are not taxed for library service by a local governing agency may purchase cards from the closest public library where non-resident cards are available, as per 75 ILCS 5/4-7.12.
2. Patrons who live in unincorporated Mount Prospect have the option to purchase a library card for a fee. The availability, fee, and method for calculating that fee is reviewed annually by the Board of Library Trustees. A purchased card is valid for one (1) year, and card holders are entitled to the same services as taxed card holders.

### D. Cards for Kids

1. As per Illinois Public Act 101-0632, Pre-K through grade level 12 students who live in nearby unincorporated parts of Mount Prospect may be eligible for a library card without paying the unincorporated fee. Eligible children must reside in an unincorporated area of Mount Prospect, attend a public or nonprofit private Pre-K through grade level 12 school served by the Mount Prospect Public Library, and must be eligible for free or reduced lunch at school. To qualify for the Cards for Kids Program, households must meet the Income Eligibility Guidelines used to determine eligibility for free and reduced meals under the U.S. Department of Agriculture. To sign up for a student card under this program, a parent or guardian needs to complete the attestation form and provide identification with their current name and address.
2. Cards for Kids are valid for one (1) year. To renew, a parent or legal guardian needs to resubmit the attestation form.

### E. Business Cards

1. A library card can be obtained by a business or organization located in Mount Prospect upon proof of business or organizational ownership or rental. Only one card will be issued per business.

**Mount Prospect Public Library**  
**Library Card and Borrowing Policy**

2. To register for a Business library card, an owner, partner, principal stockholder, joint owner, or a senior administrative officer of the business or organization must be present and show proof of ownership and location.
3. The business or organization is responsible for any fees incurred on the card.

**F. Teacher Cards**

1. Pre-K through grade level 12 educators and daycare providers who work at a school or daycare located within Mount Prospect are eligible for a Teacher Library Card. The person whose name appears on the card will be responsible for any resources checked out and any charges assessed to the card. Teacher cards are valid for one (1) year and may be renewed at the start of each school year.

**G. Reciprocal Patrons**

1. The library extends reciprocal services to individuals with a valid Illinois public library card. A current library card in good standing and valid identification with the address must be presented to obtain reciprocal borrowing privileges.
2. Patrons of libraries within the Cooperative Computer Services (CCS) Consortium are recorded in a shared database and are not required to register individually at each member library.

**H. Restricted Service and Limited Use Status**

1. The library reserves the right to restrict or modify services for patrons who engage in repeated misuse or abuse of library materials or services.
2. The Limited Use status establishes a reduced borrowing limit for patrons whose accounts demonstrate a pattern of extended overdue items and/or an excessive number of lost or broken items, as determined by the library. It limits the number of items that may be checked out at one time and restricts borrowing to select collections. The duration and terms of the restriction are at the library's discretion.
3. Patrons with extenuating circumstances such as temporary living situations may be eligible for a Limited Use status library card.

**I. Lost Cards**

1. Lost Mount Prospect Public Library cards can be replaced at no fee to the patron. It is the cardholder's responsibility to report a lost or stolen card to the library. Photo identification is required to replace a lost or stolen library card.

### **III. Loan Periods**

A. The current loan chart is located on the library's website and includes information regarding loan periods, renewals, and borrowing limits for both MPPL patrons and reciprocal borrowers.

### **IV. Borrowing**

**A. Borrowing Guidelines**

1. Any cardholder, regardless of age, can borrow any circulating item in the library's collection unless restricted as outlined in the Restricted Service and Limited Use Status section of this policy or on the loan period chart.
2. Patrons are required to present their physical or digital library card or a photo ID when borrowing materials.
3. Patrons with fees on their account may continue to check out as long as their account balance remains below \$25, and they do not have material checked out exceeding two (2) weeks overdue.

Mount Prospect Public Library  
Library Card and Borrowing Policy

**B. Holds**

1. Any patron with a card in the Cooperative Computer Services (CCS) database may place items on hold, with borrowing preference given to Mount Prospect Public Library cardholders.
2. Items designated as Lucky Day are not eligible for holds.

**C. Fines and Fees**

1. Mount Prospect Public Library is a fine-free library; overdue fines are not charged to patrons' accounts. However, account privileges will be suspended if an item is more than 14 days past its due date. At 45 days past the due date, overdue items are considered "lost," and the cost of the item will be billed to the patron's account.
2. Patrons are responsible for loss of, or damage to, library materials. Library materials must be returned in undamaged condition. If an item or part of an item is returned in damaged condition, the library reserves the right to charge for the item at library cost.
3. Lost library materials must be paid for at the library's replacement cost. The library does not accept replacement items or parts in lieu of payment.
4. If library materials are returned with any piece or part missing, the library will determine whether a reasonable replacement for the missing piece(s) is available. If a reasonable replacement for the missing piece(s) is available, the patron will be charged for the cost of the replacement piece(s). If the library is unable to replace the missing piece(s), the patron will be charged the full replacement cost of the item.

**D. Library of Things**

1. The Library of Things collection may be borrowed by any registered cardholder of the Mount Prospect Public Library; however, only Mount Prospect residents may place holds on items in the collection.
2. Patrons using the Library of Things collection may be required to sign a borrowing agreement before checking out material from the collection.
3. Due to the high demand for items in the Library of Things collection, abuse or misuse may result in suspension of borrowing privileges for the collection and/or a temporary Limited Use Status.

**Revision History**

This policy incorporates and replaces the previous Circulation and Library Records Confidentiality Policy, Circulation Services Refund Policy, and Library Card and Patron Registration Policy and Guidelines. Approved xx/xx/yyyy.

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

November 2025

Seed Library

- 1) On November 7 we officially launched our Seed Library. This project was kickstarted in partnership with local group Mount Prospect Monarchs. We created a committee consisting of staff and community members and met monthly to create and launch this new service.
- 2) Mount Prospect Monarchs hosted their annual seed share event at the library on November 7, and almost 70 people attended and brought seeds to share with the community.
- 3) The physical seed library is housed in an old card catalog located in the lobby. We stocked the library with annuals, herbs, perennial/natives, and vegetables. We packaged 54 seed varieties into 3,375 individual packets, which held about 128,000 seeds.
- 4) By the end of November, about half of the seeds had been taken by community members, and we plan to restock in February in advance of the 2026 planting season.



Fiction/AV/Teen

- 1) The popular annual "Jigsaw Puzzle Competition" returned with 13 teams of up to four patrons racing to complete a 500-piece puzzle (the winning team did it in 45 minutes this year). It was preceded by a puzzle swap exchange.
- 2) Another annual tradition, "Incredible Giftables for Adults," also returned with a very appreciative group of attendees (the teen version took place in December).



South Branch & Community Engagement

- 1) We hosted the kickoff event for the Village's first ever celebration of Kindness Week. Members of the Special Events Commission were on hand to register people for the program and to distribute kits which included a kindness bingo card filled with acts of kindness for participants to complete. Approximately 200 people stopped by the table to register and pick up a kit. Also books about kindness were displayed at the Main Library and South Branch.
- 2) We hosted our third annual "Family Photos" program, welcoming 17 families for 15-minute photo sessions with a



Mount Prospect Public Library  
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choice of three unique backdrops. Each photo was professionally edited and delivered digitally to participants. One attendee shared that this was her favorite program of the year.

- 3) We attended John Jay School's Family Literacy Night and facilitated a gratitude square craft activity with the students which were taped together to create a gratitude quilt to hang in the school. The craft was very popular, and many students made a square for the quilt and another to take home.
- 4) We hosted a book discussion at American House (formerly Mount Prospect Senior Living), and the featured title was *Murder by Degrees* by Ritu Mukerji. All participants enjoyed the book and agreed they would read another book by this author if she turned the character into a series.



### Youth Services

- 1) During the week of November 17, the author Jarrett Lerner visited the 4<sup>th</sup> and 5<sup>th</sup> graders at Lions Park, Fairview, Euclid, and Indian Grove schools in Mount Prospect. Through the generous donation from our Friends of the Library, Lerner visited each of the schools to talk about his process as an author and had each school help him create their own story. 818 people saw his presentation over the course of two days.
- 2) Jarrett Lerner visited the library on Wednesday, November 19 as part of our Make and Meet program. Children made pinball machines before and after the author presentation and autograph signing. 135 people attended this program, and we gave Lerner his own pinball machine, themed to his books.
- 3) In November, Youth staff visited schools to promote the Jarrett Lerner visit. We had nine presentations at four different schools for over 500 people. At the presentation, kids learned about Jarrett Lerner, and they loved finding out that his favorite pizza topping is pickles.
- 4) Family Reading Night was on Thursday, November 20. Prior to the event, over 100 kits were passed out, with some kits available in Spanish. The kit consisted of *Frog and Toad* books along with some activities.



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## Circulation

- 1) Circulation staff were busy with pre-construction projects throughout the month of November. We pulled out Young Adult Nonfiction from the Adult Nonfiction collection in preparation of merging with the rest of the YA collection. We also assisted Technical Services by pulling Biographies intended for weeding to make space for the reorganization of the Adult Nonfiction collection.
- 2) The Library of Things collection and our free printing services are the things new patrons are most excited to learn about when being issued a library card.
  - a. One patron, upon returning the library's limbo set, remarked on how she was thrilled to borrow it for use at a family party, and how nice it was that she didn't have to purchase it or figure out a place to store it.
- 3) Staff shared many positive thoughts on the November Staff In-service Day about AI. Some comments included:
  - a. "The speaker was very engaging, and I learned a lot of new things about how AI functions...it's helpful to know what we can do to keep our heads above water."
  - b. "[the speaker] provided some answers to questions I didn't know I had."
  - c. "I've had to go to numerous AI events this semester for school, but...the SID presentation was my favorite one."



## Research

- 1) We offered two gardening programs to coincide with the Seed Library launch early in the month. "Heirloom Seeds and Family Stories" (virtual) and "Autumn Planning for Next Year's Veggie Garden" (in-person). Patron comment: "She was so knowledgeable! I really enjoyed the presentation."
- 2) We hosted the in-person program "The Importance of Native American Women in Illinois History" with 30 attendees. The presenter, Kim Sigafus was dressed in Native American regalia and spoke about notable Native American women in Illinois. She also brought instruments and encouraged audience members to play as we all sang a song she taught to us.
- 3) We offered a two-part "Cricut Crafting Series" taught by Julie Kapustka, a local Cricut expert. Attendance was 7 and 6 respectively, with roughly the same participants at both sessions.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

## Patron Services

- 1) We had our final training in preparation for license plate stickers roll-out in mid-December, including the new Point of Sale system and the Secretary of State vehicle sticker portal.
- 2) November was our first full month of keeping track of phone statistics with our new system. We received 5,962 calls to Main Library and 1,080 to South Branch for a total of 7,042.

## Human Resources & Learning

- 1) Number of open positions: 5. Circulation Desk Assistant (PT), Fiction/AV/Teen Assistant (PT), Patron Services Assistant (PT), Elementary School Outreach Librarian (FT), Teen Services Librarian (FT)
- 2) Number of vacant positions filled: 1. Technology Librarian (FT)
- 3) Number of separations: 0
- 4) Staff anniversaries: Donna Wilson, Circulation Coordinator, 25 years
- 5) Our November Staff In-service Day highlighted the transformative role of AI in libraries. Keynote speaker Nick Tanzi, author, consultant, and creator of DigitalLibrarian.com, delivered an insightful overview of foundational AI concepts and practical applications for library services. Afternoon sessions included *AI or Not*, which explored techniques for identifying AI-generated content, and *AI at MPPL*, a hands-on workshop where staff practiced using Copilot to enhance workflows.
- 6) We spotlighted the FSA (Flexible Spending Account) benefit during our open enrollment meetings, and our efforts had an impact. Our participation increased from 26 employees to 30 for the new benefit year. Additionally, 88% of existing FSA participants increased their annual contributions to maximize the benefit and further lower their taxable income. Overall, the total pre-tax contributions increased by over 37%, which has a positive impact on MPPL's payroll expenses.

## Building & Security

- 1) The LED retrofit and replacement project has been completed, and all lights in the Main building are now more energy efficient.
- 2) Our insurance consortium, LIRA, provided color-changing cold weather and ice signs that we installed in the front of the Main Library for patron safety.



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

## Technical Services

- 1) In November we worked to roll out a significant upgrade to one of the most popular items in the Library of Things Junior collection, the Toniebox. The new Toniebox 2 audio player features a variety of upgrades including Tonieplay, interactive games designed to boost problem-solving skills, memory, and critical thinking. MPPL was among the first libraries in the country to begin circulating the Toniebox 2, and we are the only library currently circulating the entire Tonieplay catalog of games.
- 2) After sourcing and reordering over 2,000 items that were cancelled due to the closure of Baker & Taylor, the massive shipment we were waiting for finally arrived. Smaller shipments of these reordered items had been arriving periodically, but we knew a larger one was on the horizon. Although daunting to see, staff were excited to get these boxes unpacked so the work of receiving, cataloging, and processing could be completed, and the items could begin making their way into the hands of our eager patrons.



## Information Technology

- 1) We installed handheld phones at the public desks. This enhancement will allow staff to move freely throughout the bookshelves while assisting patrons on the phone, improving both accessibility and patron services.
- 2) We installed a digital receptionist on the South Branch phone line. This enhancement is designed to reduce robocalls and improve overall handling efficiency. In addition, we have introduced custom features that allow us to share important information during closed hours and provide timely updates in the event of an emergency closure.



## Marketing

- 1) Short-form video content on social media performed exceptionally well; the Seed Library launch video drove the highest Facebook engagement of the month. ChompSaw content and Thanksgiving/Community Cares posts also saw a very strong response.
- 2) Instagram views increased to 17.8K (+6.3%), with consistent engagement across closure notices, program highlights, and Library of Things Jr. posts.



## Mount Prospect Public Library Monthly Library Report for Board of Trustees

- 3) After Youth Services alerted us that author Jarrett Lerner tagged the library in his social posts, we quickly re-shared the event photos, boosting visibility and generating strong follow-up engagement.
- 4) High-performing e-newsletters included Parent-Caregiver (68% open rate) and Business/Career & Personal Finance (67% open rate). Featured programs consistently generated top clicks. E-news promotions included:
  - a. Elected Officials Office Hours for Cook County Board Commissioner Maggie Trevor (9th District), State Rep. Nicolle Grasse (53rd District), and State Sen. Mark Walker (27th District)
  - b. Arlington Heights Memorial Library (LinkedIn 2.0 program)
  - c. Village of Mount Prospect: Celebrate Kindness Week
  - d. Local food pantries (as part of a larger initiative)
  - e. Consumer Reports (General Interest e-newsletter)
- 5) We issued a public statement/news release on the Cook County property tax error, and it was picked up by the *Daily Herald* and *Journal & Topics*.



### Friends of the Mount Prospect Public Library

- 1) The Friends Holiday Book Sale, held on November 15, was very successful and featured free gift-wrapping for customers.
- 2) Judy Roraff resigned from the Board after 25+ years of service. Jim Wolf was appointed to the Treasurer position.
- 3) The Board is looking to replace the lower-level display monitor.

### Mount Prospect Public Library Foundation

- 1) The Foundation has partnered with Buffalo Wild Wings for a dine-and-share fundraiser that will run October 2025 through March 2026.
- 2) Year-end appeals letters were sent to current and prospective donors. The campaign will run through February 2026.
- 3) The Board reviewed the recorded ALA webinar: *Leveling Up Your Foundation: Strategic Planning for Maximizing Success*.

### Some Taxpayers See Inaccurate Amounts For Library, County On MP Tax Bills

The 2024 Second Installment Property Tax Bill, released to property owners last Friday (Nov. 14) by Cook County, included an error in the taxing district breakout on some (but not all) property tax bills, which has caused confusion for some residents.

The line items for "Village of Mt. Prospect Library Fund" and "County of Cook" are displayed incorrectly on some tax bills.

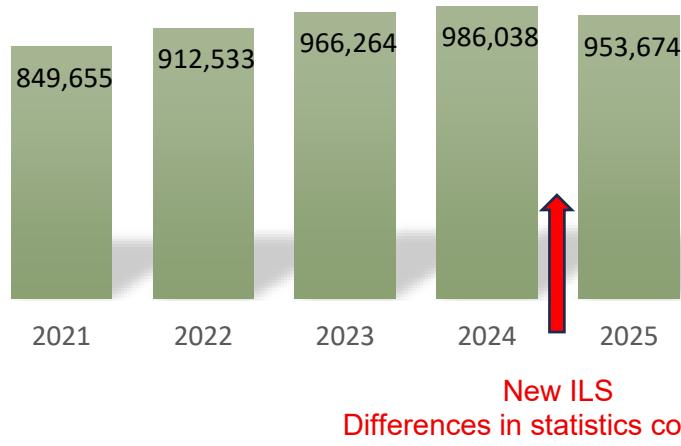
Specifically, the Mount Prospect Public Library's 2023 tax amount has been incorrectly included within the amount shown for Cook County. As a result, the bill appears to show a 100% increase in library taxes and a 68% decrease for Cook County, both of which are inaccurate.

The 2024 tax amounts are correct. The issue affects only the "2023 Tax" and "Difference" columns.

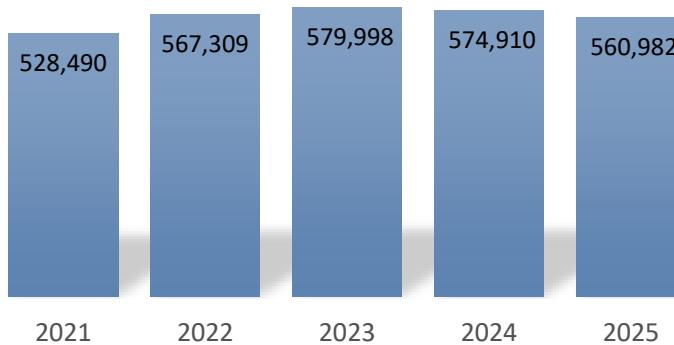
As of Monday, the library did not have a statement from the Cook County Treasurer's Office regarding the error or whether they intended to issue corrected bills.

Mount Prospect Public Library  
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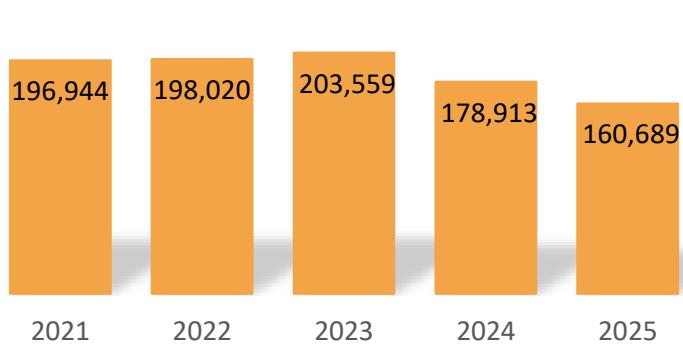
### Overall Circulation YTD



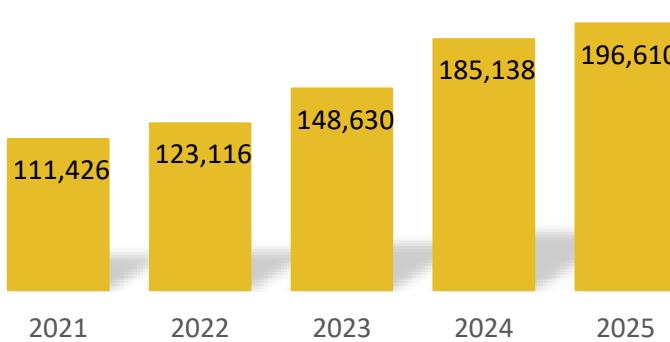
### Book Circulation YTD



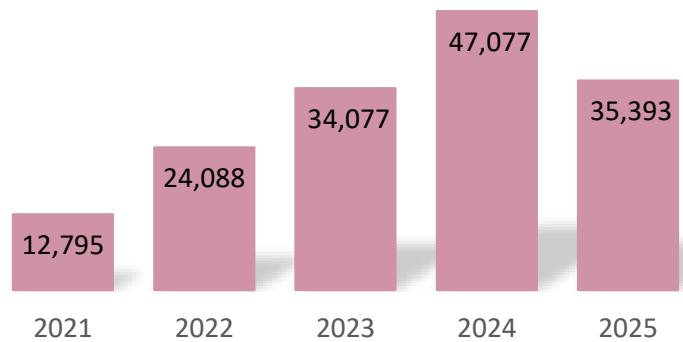
### AV Circulation YTD



### eMedia Circulation YTD

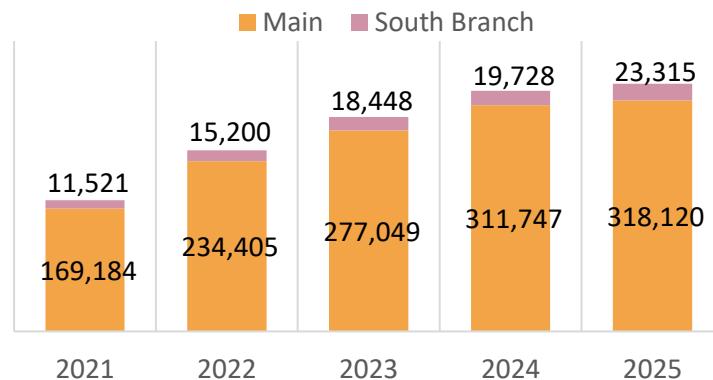


### LoT Circulation YTD

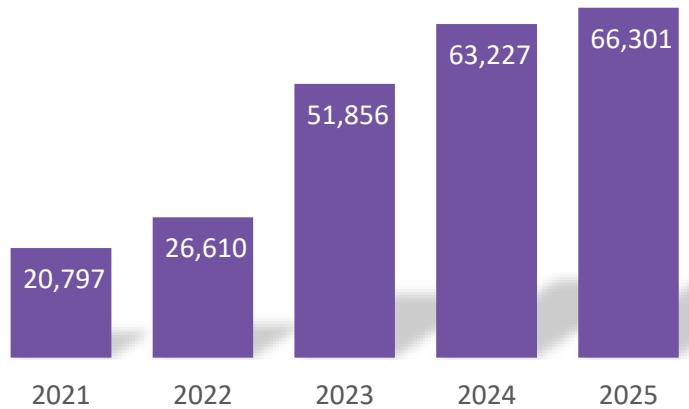


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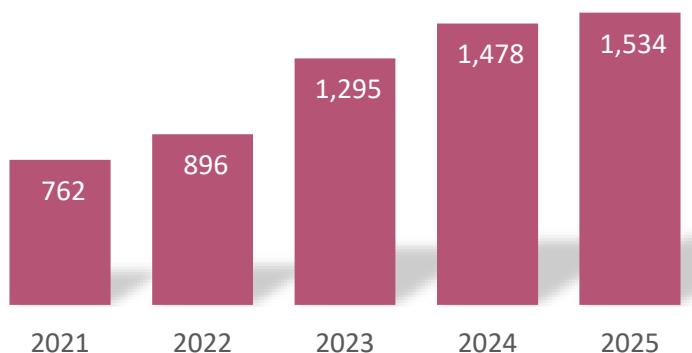
2025 Door Count - YTD



Program Attendance YTD

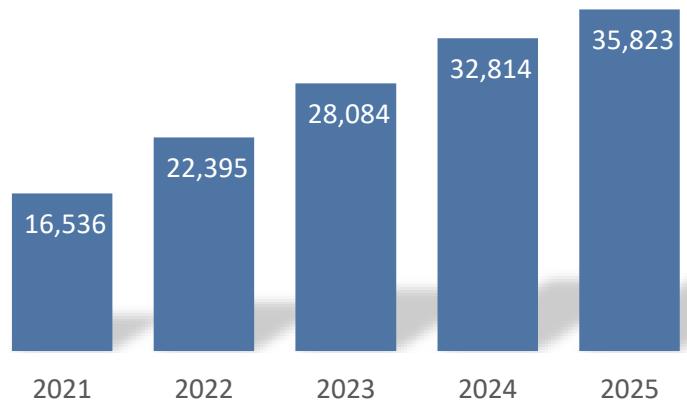


Number of Programs YTD

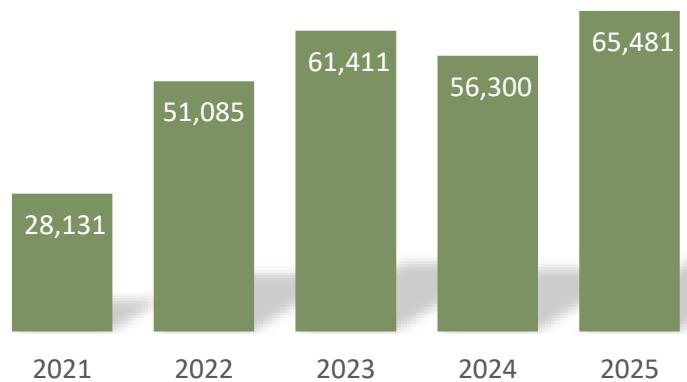


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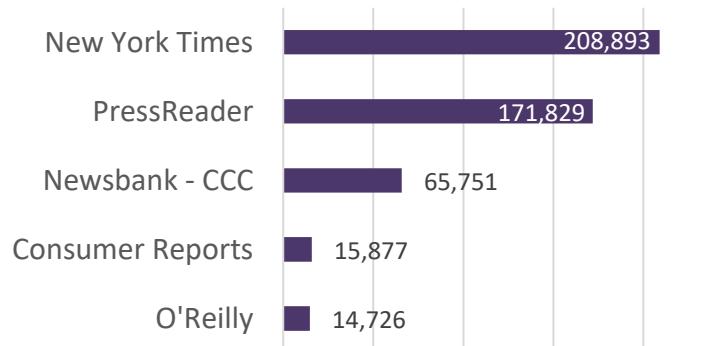
Public Computer Hours Usage YTD



Wireless Unique Users YTD

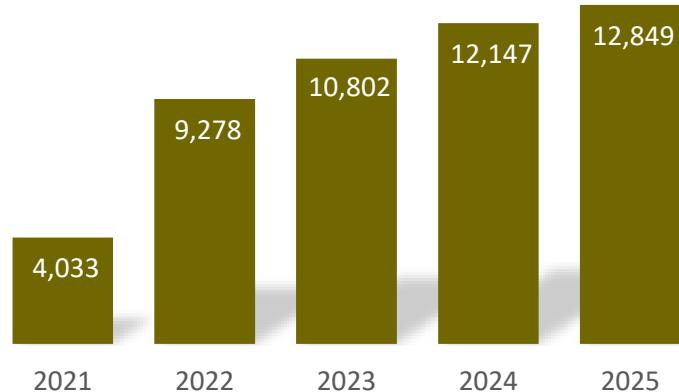


2025 YTD Top 5 Databases

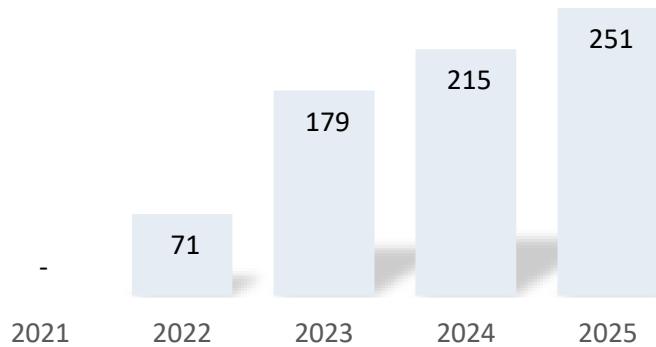


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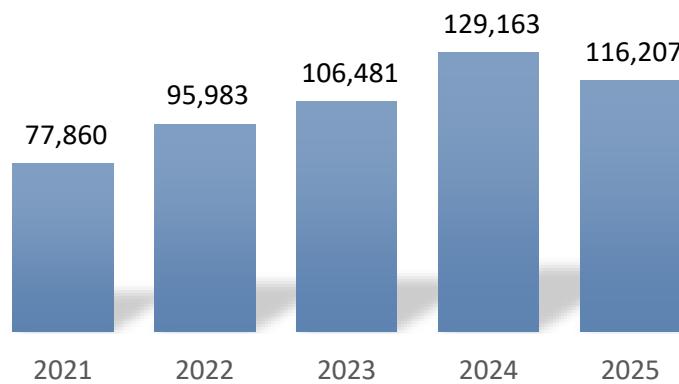
Study Room Usage YTD



Meeting Room Usage by Public YTD



Questions Answered YTD



Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

December 2025

Fiction/AV/Teen

- 1) 2025's Book Bingo and Movie Bingo challenges ended on a strong note. 679 patrons participated in Book Bingo, with 134 completing the entire card – a 27% increase over 2024. 473 patrons registered for Movie Bingo, with 79 finishing each challenge – a 52% increase compared to the previous year.
- 2) Holiday-themed programs drew in some large crowds. "Music of the Christmas Hour" featured two classically trained singers and a pianist performing a collection of holiday music for a rapt audience of patrons. A "Theatrical Reading: Truman Capote's *A Christmas Memory*" was also well attended.



South Branch & Community Engagement

- 1) We attended the annual ILA Legislative Meetup, an event that allows library staff to engage with state and federal legislators on key issues impacting libraries. One of ILA's top priorities is ensuring equitable access to e-books, and they continue to advocate for legislative measures that address the high costs and limited terms of e-content. We had the pleasure of sitting with State Rep. Nicolle Grasse, who is a library supporter, and whose office has monthly office hours at MPPL.
- 2) Seasonal bingo continues to be a popular program at South Branch, and this month's Winter Bingo was no exception. The program brought together patrons of all ages for an evening of fun and friendly competition. Adults were particularly excited by the scented candles offered as prizes.
- 3) Our teen volunteers created holiday cards that were mailed to seniors by the Village's Human Services Department. We provided a variety of crafting materials for them to use to decorate the cards, and they added a thoughtful message that we hope lifted the spirits of some of our senior residents.
- 4) We had some noteworthy patron interactions at South Branch:
  - a. A patron was so happy to get her library card and told us, "All I need for Christmas is the Mount Prospect Library."



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b. A mother and her children visited for the first time and were provided information about a range of MPPL resources. What started with a request for movies and portable DVD for a road trip led to an introduction to Hoopla, Mango Languages for French language instruction for her son, and GED resources for her continuing education. The patron was very happy to learn about all of these resources.

### Youth Services

- 1) In December, we had our annual Teddy Bear Walk program. We had about 400 people come through with their stuffies to make crafts, listen to stories, meet Ted E. Bear, and listen to a concert by Nanny Nikki. There was even a special appearance by Santa and Mrs. Claus. Thanks to the Friends for sponsoring this event and to the Village for letting us use Village Hall!
- 2) We launched a new program for kids who are familiar with 3D Printing. In December, we held 3D Printing Tinkercad Free Play where kids could bring in projects to work on with others, while also getting staff assistance. We plan to host this program again in 2026.
- 3) The Youth department met as a group to determine our favorite books of 2025. After nominating titles and talking about the merits of the books, we narrowed down all our choices to a list of 100 titles. The list, which will be posted in January, will feature board, picture, nonfiction, and chapter books, along with early readers and graphic novels.

### Circulation

- 1) We were busy helping to prepare for the upcoming renovation, and we pulled and relocated YA Nonfiction, moved YA Graphic Novels, and helped pull biographies for weeding to make room for the large shift of the nonfiction collection in January. At the end of the month, we also put our Lucky Day collection on pause temporarily, moving adult "New" materials to the lobby on the first floor. Initial patron response to new material being in the lobby has been overwhelmingly positive, even in just a few days.



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Monthly Library Report for Board of Trustees

2) Overall circulation for 2025 remained over 1 million for the third year in a row (1,031,257). This number is down just slightly (around 3%) compared to 2024. This is not due to decreased usage but rather reflects our first full year using the new CCS catalog. In transitioning, we discovered that prior to CCS we had been double-counting significant portions of circulation and including items that should not have been counted (like checkouts to internal departmental cards for collection evaluation).



## Research

- 1) Our most popular program was "Ten Steps to a Smarter Tax Return" (25 attended). The speaker, Karen Chan, presents at MPPL about three times annually and consistently receives excellent patron feedback. As usual, many stayed after the program (nearly until the library closed) to ask their questions.
- 2) In 2025, we offered four in-person sessions of "Mindful Chair Yoga," the most recent was December 19 (21 attended). The total attendance for the year was 94; roughly half (sometimes more) of the participants in each session had never attended before. A patron commented, "In the past I have hated yoga but decided to give it another try. This instructor was great! Loved it and will do it again."



## Patron Services

- 1) We launched a new service on December 19, offering license plate stickers to the public. We sold 13 stickers during the last two weeks of the year. The initial launch was soft so we could get acclimated, and a larger promotional push will happen in 2026.
- 2) A patron sent a complimentary note to one of our team members because of his outstanding attention and friendliness to our patrons. He recognized a lost backpack that belonged to her granddaughter and had a happy surprise for her when she returned.



## Human Resources & Learning

- 1) Number of open positions: 2.
  - a. Elementary School Outreach Librarian (FT)
  - b. Fiction/AV/Teen Assistant (PT)
- 2) Number of vacant positions filled: 4. Circulation Desk Assistant (PT), Patron Services Assistant (PT) - 2, Teen Services Librarian (FT)

Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

- 3) Number of separations: 0
- 4) Staff anniversaries: Jennifer Amling, Head of Marketing, 10 years



## Building & Security

- 1) We completed the installation of a new whole-building surge protector, our last scheduled capital improvement project for 2025. It intercepts large voltage spikes at the service entrance, protecting all connected equipment, which reduces damage and downtime.

## Technical Services

- 1) December saw a massive refresh of the Library of Things puzzle collection. In addition to adding 75 new titles, we took the opportunity to adjust the call number scheme to include and begin with the number of pieces in the puzzle. The result is a vastly improved browsing experience for patrons as all 100, 200, 300, etc. puzzles are now grouped together. This refresh has made this already popular category even more sought after – on New Year's Eve, there were only six puzzles available for checkout (out of 114 total in the collection).
- 2) In anticipation of the relocation of new materials to the first floor, we rushed cataloging and processed additional copies of our most popular Library of Things and Library of Things Junior items for our Lucky Day collection. While most of Lucky Day will be paused during construction, this more niche version will allow us to continue offering MPPL patrons some of our most in demand items on a first-come, first-served basis (no waitlist required).



## Information Technology

- 1) As part of the first phase of the renovation project, IT has completed consolidating the quiet public computers and printer into the collaborative public computers area.

## Marketing

- 1) We supported library awareness and engagement through coordinated e-newsletter, website, and campaign activity. Multiple targeted e-newsletters promoted programs, services, and resources, achieving strong open rates across audiences (ranging from 51-69%), with high engagement for the Teddy Bear Walk, "Family Concert: Laura Doherty,"

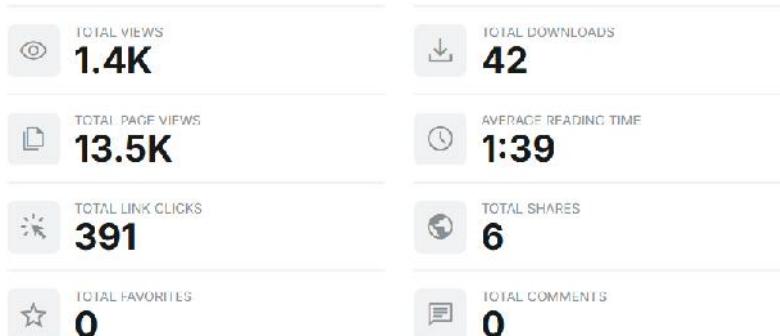
## Mount Prospect Public Library Monthly Library Report for Board of Trustees

"Music of the Christmas Hour," "Ten Steps to a Smarter Tax Return," and the new Vehicle License Plate Sticker Renewal service.

- 2) Website updates included refreshed Second Floor Renovation information, a post about the "Preschool and Child Care Information Night," and the launch of a dedicated vehicle sticker renewal page.
- 3) On social media, December content reached over 9,000 views on Facebook and nearly 11,000 on Instagram through entirely organic traffic, with the Teddy Bear Walk emerging as the top-performing content, followed by posts highlighting the Historical Society House Walk, Laura Doherty's visit, and holiday closure notices, reflecting strong community interest in both programs and service updates.
- 4) The marketing team digitized and launched an interactive version of the library newsletter using the online platform, Calameo, expanding access and improving online user experience.

### January 2026 Newsletter statistics

Published on December 4, 2025



## Friends of the Mount Prospect Public Library

- 1) The final reimbursement request to the library for 2025 was paid.
- 2) Rooms for the January sale will include Meeting Room A, Meeting Room B, Meeting Room C, and the lower-level Friends Room.
- 3) Gift cards were given to staff in appreciation for their assistance throughout the year.

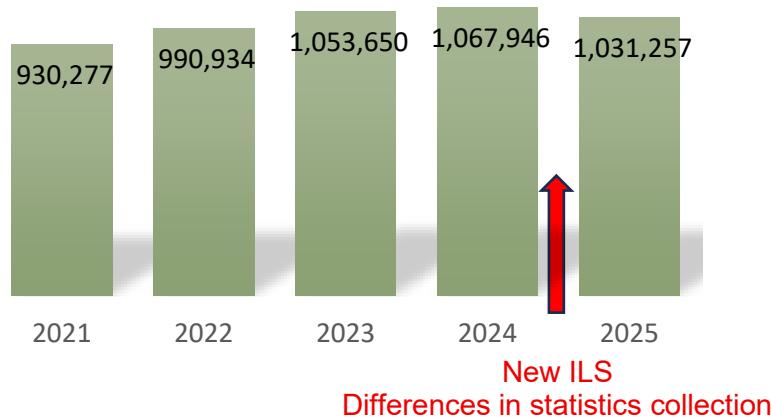
## Mount Prospect Public Library Foundation

- 1) The final reimbursement request to the library for 2025 was paid.
- 2) The Board did not meet in December.

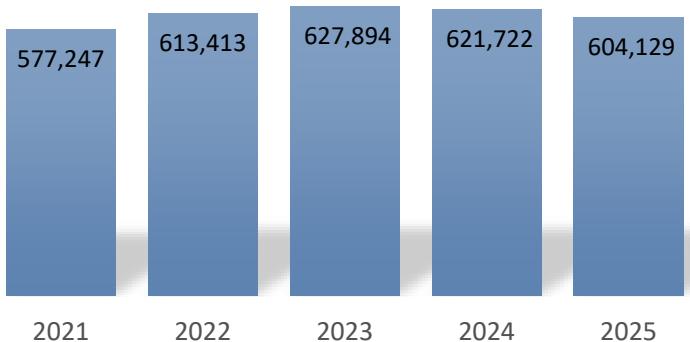
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2025 Year End Statistics

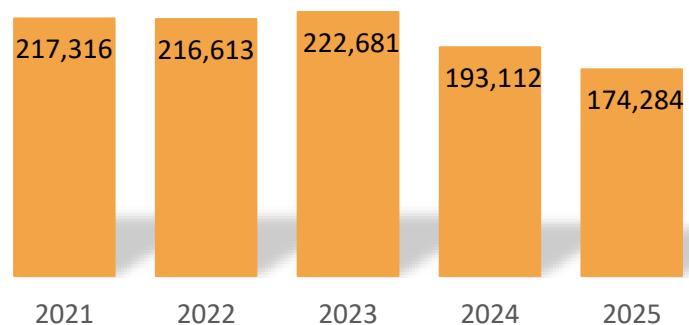
Overall Circulation YTD



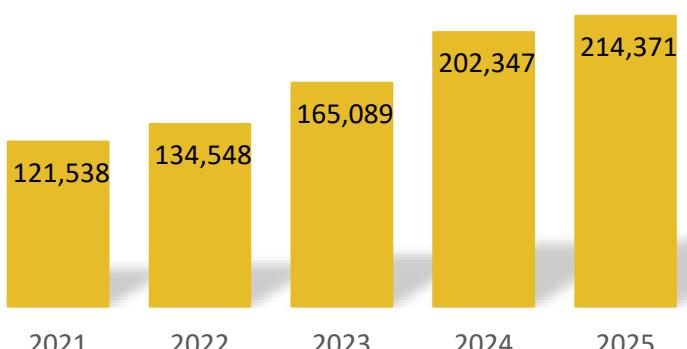
Book Circulation 2025



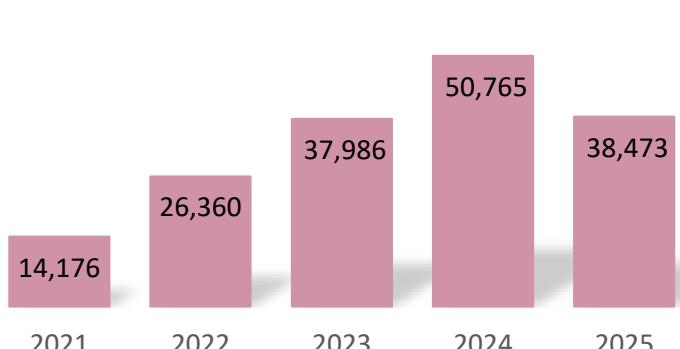
AV Circulation 2025



eMedia Circulation YTD

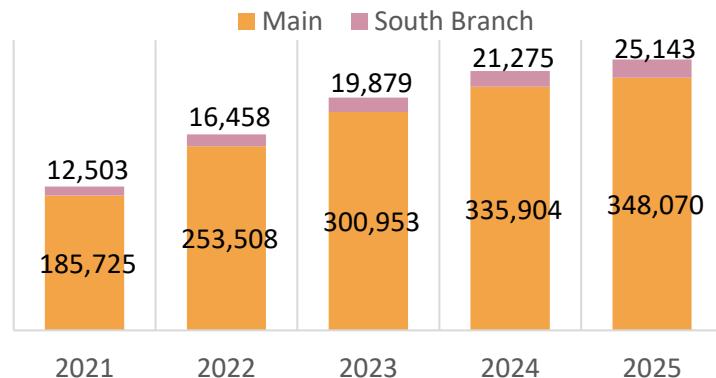


LoT Circulation 2025

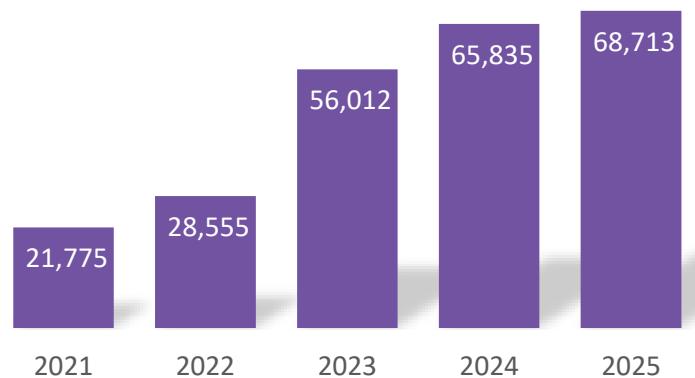


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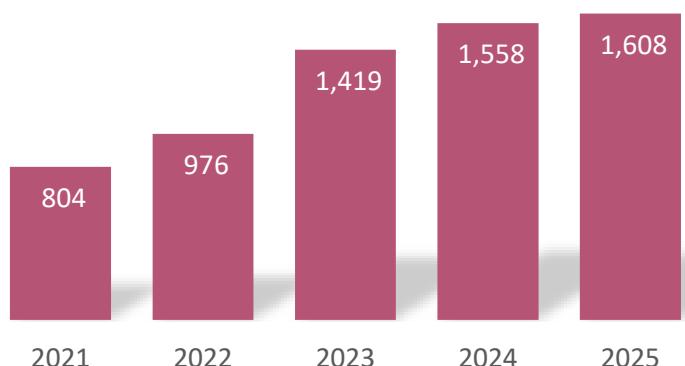
Door Count 2025



Program Attendance 2025

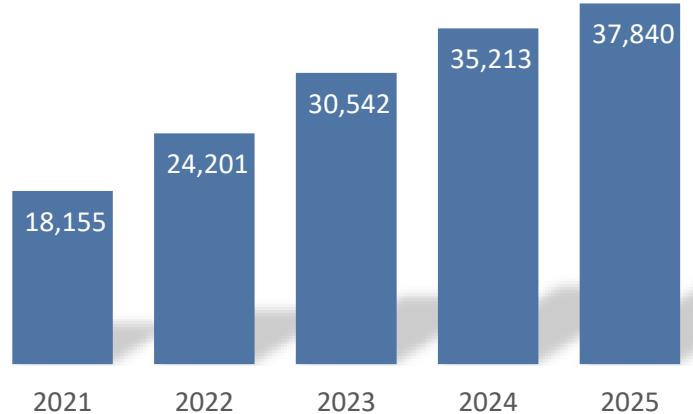


Number of Programs 2025

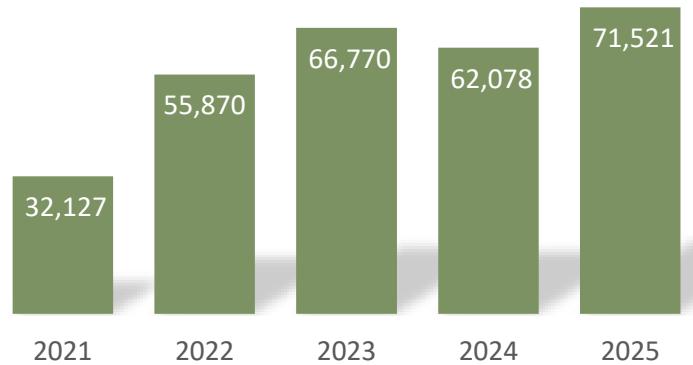


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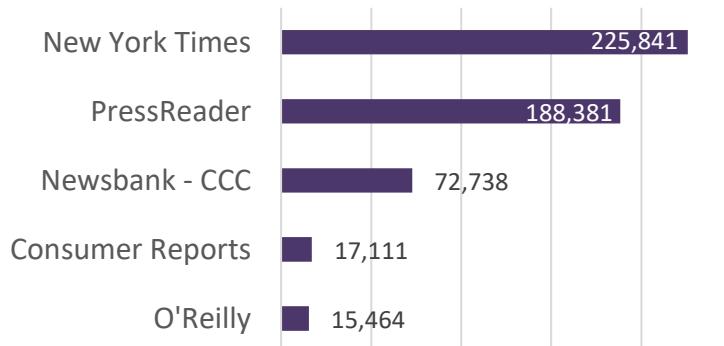
Public Computer Hours 2025



Wireless Unique Users 2025

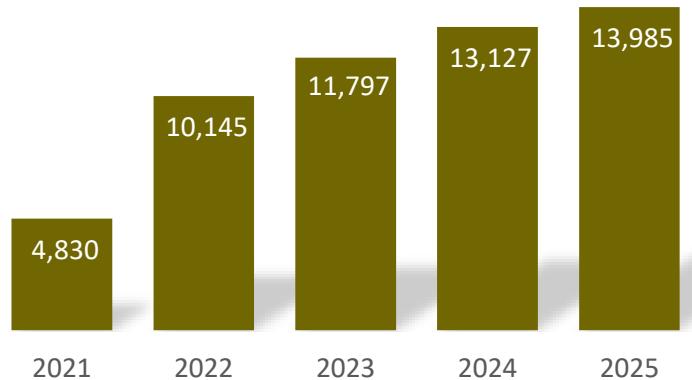


Top 5 Databases 2025

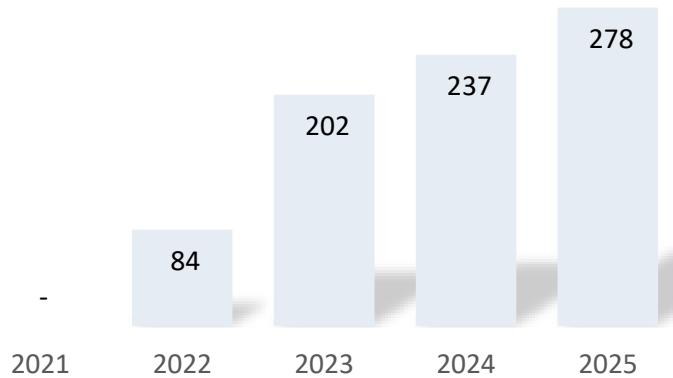


Mount Prospect Public Library  
Monthly Library Report for Board of Trustees

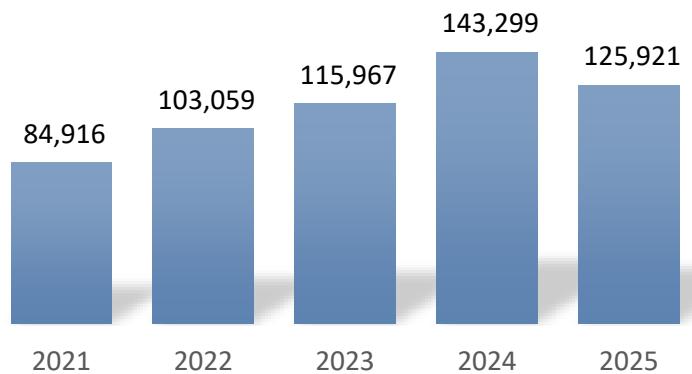
Study Room Usage 2025



Public Meeting Room Usage 2025



Questions Answered 2025



## Strategic Plan Progress Report

### Items Completed in November/December 2025

1. Citizen Services (B1A). Evaluate providing passports and/or license plate stickers.
  - a. The first license plate sticker was sold on December 19. We sold 13 stickers during the last two weeks of the year.
  - b. A communication campaign has begun to raise awareness of this new service, with plans for expanded promotion in the new year.
  - c. Note: This strategic plan item is completed. We applied to become a passport facility but were not approved.

### Selected In Progress Items

1. **2<sup>nd</sup> Floor Renovation** (A1B). Identify implementation timeline and funding of the facility Master Plan for the Main Library. 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. The Board approved bids on November 20. We now move into the construction phase of the project, which will take place February – September 2026.
  - b. We have begun public communication regarding the renovation, focusing on the services/spaces that will not be available during Phase 1. Project updates are being posted to <https://mppl.org/about-us/updates/>, with other communication channels repeating the message and pointing to the website.
  - c. The project will be separated into five phases in order to minimize disruption and keep the second floor open as much as possible. There will be 1-2 day closures between phases to accommodate moving the collection stacks, and there will be a 2-3 week period during May/June where the second floor will be entirely closed due to work on the main stairwell and Elevator A.
  - d. Phase 1: 2/2/26 – 4/23/26. Includes demolition and building of expanded teen spaces, building of additional adult study rooms, new copy center, new quiet reading area, refresh of existing study rooms, additional floor outlets, new carpet, paint, light fixtures. We plan to have applicable furniture shipped at the end of Phase 1 so the new spaces can be used. Areas that will be affected during Phase 1 are:
    - i. Second floor adult study rooms inaccessible
    - ii. Teen Space inaccessible
    - iii. Second floor public restrooms inaccessible
    - iv. Elevator B only goes between P and 1
    - v. Fiction collection relocated
  - e. The LED retrofit project has been completed and is closed out.

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. "Digitizing VHS Tapes" held on 11/1/25 and 11/10/25
  - b. "Cricut Crafting Series" held on 11/13/25 and 11/20/25
  - c. "LinkedIn 2.0" held on 11/13/25
  - d. "Autumn Planning for Next Year's Veggie Garden" held on 11/20/25
  - e. "Ten Steps to a Smarter Tax Return" held on 12/8/25
  - f. "Theatrical Reading: Truman Capote's *A Christmas Memory*" held on 12/9/25
  - g. "Music of the Christmas Hour" held on 12/17/25
  - h. YouTube recordings posted after the program was held:
    - i. "A Celebration of Cephalopods" - One Book, One Village Oct-Nov 2025 (104 views)
    - ii. "Understanding Medicare Choices" Oct-Nov 2025 (138 views)
    - iii. "Autumn Planning for Next Year's Veggie Garden" Nov 2025 (13 views)
    - iv. "Heirloom Seeds and Family Stories" Nov 2025 (18 views)
    - v. "Ten Steps to a Smarter Tax Return" Dec 2025 (35 views)

## MPPL Strategic Plan Status: December 2025

