

Regular Board Meeting
June 20, 2024, 7:00 p.m.
Meeting Room C

AGENDA*

1. **Call to Order**
2. **Roll Call**
3. **Public Comment.** An opportunity for the public to comment briefly on matters included on the agenda or of interest to and within the jurisdiction of the Board. Individual speakers are limited to a maximum of five minutes with a maximum of thirty minutes for the duration of the meeting.
4. **President's Report**
5. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of May 16, 2024 **(4-5)**
 - b. May 2024 Bills and Financial Reports **(6-19)**
 - c. Library Closing on Friday, September 20 for Staff In-Service Day
6. **Committee Appointments 2024-2025**
 - a. Standing Committees: Finance, Personnel
7. **Executive Director Report (2-3)**
 - a. May 2024 Library Activity Report **(20-29)**
 - b. CCS and Renovation Update **(30-31)**
 - c. Staff Engagement Survey Update
8. **Trustee Reports and Comments**
9. **Upcoming Meetings and Events Calendar**
 - a. June 24 – Foundation Board Meeting – Brian Gilligan
 - b. July 4 – Fourth of July Parade
 - c. July 11 – Committee of the Whole Meeting – recommend cancel
 - d. July 18, 7:00 p.m. – Regular Board Meeting
 - i. Audit Presentation
 - ii. Second Quarter Financial Review
 - e. July 20-21 – Friends Book Sale
 - f. No Foundation Board Meeting held in July
10. **Adjournment**

**Library Director Report
June 20, 2024**

1. **Consent Agenda.** This is agenda item 5. Any item on the consent agenda can be removed by request and discussed and voted on separately.
 - a. You will note that there is an early request to close the library on September 20 for a Staff In-Service Day (SID). Typically, we have our 2nd SID in November, but this year we are having it earlier so that we can dedicate the entire day to training on the new catalog system.
2. **Committee Appointments 2024-2025.** This is agenda item 6. President Bass will make committee appointment recommendations at the meeting for the two standing committees: Finance and Personnel.
3. **Facility Master Plan Next Steps.** Following up from our discussion last month, we have moved forward with our next steps, including verifying borrowing authority, having our financial projections updated, and scheduling a meeting with the Village to talk about the CCC timeline.
4. **Pre-Pandemic Statistics.** Responding to a request at last month's meeting, statistics for 2019 (pre-pandemic) are shown on some of the graphs in the Monthly Library Report.

Increased usage from May 2019 to May 2024

- a. Meeting Room usage (+213%)
- b. eMedia circulation (+185%)
- c. Program attendance (+52%)
- d. Number of programs (+20%)
- e. Overall circulation (+18%)
- f. Study Room usage (+16%)

Decreased usage from May 2019 to May 2024

- a. Wireless users (-12%)
- b. Door count (-18%)
 - i. New people counters were installed in 2020, so the comparison is not exact.
- c. AV circulation (-25%)
- d. Public Computer hours (-46%)

5. **Staff Engagement Survey Progress.** We have been working on analyzing data, gathering more information, and sharing more detailed results from the staff engagement survey we completed in November 2023. We have been meeting with each department head to share detailed results from their department and identify potential action items. We knew that implementation of action plan items would be delayed due to the two big projects we have in 2024, but work is still progressing. The general timeline for addressing opportunities that came up in the survey is:
 - a. Administration and HR read and analyze data (completed)
 - b. Prepare a report for each Department Head (completed)

Mount Prospect Public Library
Board of Trustees

- c. Administration and HR meet with each Department Head to share departmental results (in progress)
- d. Develop action items based on all information gathered (in progress)
- e. Share library wide goals with all staff
- f. Administration, HR, and Department Heads will create an implementation plan for the goals
- g. Plans will be implemented over the next two years and outcomes measured

We anticipate conducting this survey next in late 2026 and establish a regular three-year cycle.

6. **Budget Planning 2025.** Below is the timeline for reviewing and approving the 2025 budget:
 - a. **August 15 Regular Board:** Preliminary levy discussion
 - b. **September 5 Finance Committee:** Review draft budget
 - c. **September 19 Regular Board:** Approve 2025 budget
 - d. **October 1:** Appropriation budget and levy due to the Village

7. **Save the Dates.** Please save the date for the following upcoming events:
 - a. South Branch/Community Connections Center 15th Anniversary Celebration, Thursday, August 8, 4:00 – 6:30 p.m. at 1711 W. Algonquin Road.
 - b. Volunteer Recognition Luncheon, Saturday, August 17, 11:00 a.m. – 2:00 p.m. at Rob Roy Country Club at 505 E. Camp McDonald Road, Prospect Heights.

**Regular Board Meeting
May 16, 2024
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 7:01 p.m. by Marie Bass, President.

2. Roll Call

Present: Marie Bass, Mary Anne Benden [arrived at 7:06 p.m.], Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas, Kristine O'Sullivan
Absent: None
Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Su Reynders, Suzanne Yazel
Visitors: None

3. Officer Elections 2024-2025

President Bass presented a recommendation for the 2024-2025 slate of officers: Marie Bass, President; Kristine O'Sullivan, Vice President; Brian Gilligan, Treasurer; Rosemary Groenwald, Secretary.

Motion was made by Trustee Haas and seconded by Trustee Groenwald to approve the 2024-2025 slate of officers as presented. Roll Call Vote: AYES: Bass, Fulk, Gilligan, Groenwald, Haas, O'Sullivan. NAYS: None. ABSENT: Benden. ABSTAIN. None. Motion carried.

4. Public Comment

There was no public comment.

5. President's Report

President Bass noted the overall increase in library usage statistics and community engagement.

6. Consent Agenda

- a. Minutes of Regular Board Meeting of April 18, 2024
- b. April 2024 Bills and Financial Reports
- c. Library Closing at 5 p.m. on Friday, July 26 for Mount Prospect Downtown Block Party

Motion was made by Trustee Benden and seconded by Trustee Fulk to approve the Consent Agenda as presented. Roll Call Vote: AYES: Bass, Benden, Fulk, Gilligan,

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

7. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report and the CCS and Renovation monthly update and answered questions. She reported that the library is thriving in three key areas as shown by the increased usage statistics, the 2023 Staff Engagement Survey, and the 2023 Village Community Survey.

She reported that planting for the Laura Luteri memorial garden has been completed and plans for a small private unveiling will take place in June or July.

8. Discuss Facility Master Plan Next Steps

Executive Director Reynders gave a presentation reviewing the Facility Master Plan and next steps. The Board of Trustees unanimously voiced support to move forward with the next phase of the Facility Master Plan. Trustees also voiced support to expand or relocate South Branch services in a continued partnership with the Village.

9. Trustee Reports and Comments

None.

10. Upcoming Meetings and Events Calendar

- a. May 20 – Foundation Board Meeting – canceled
- b. June 6 – Committee of the Whole Meeting – canceled
- c. June 20, 7:00 p.m. – Regular Board Meeting
 - i. Committee Appointments 2024-2025
- d. June 24 – Foundation Board Meeting – Brian Gilligan

11. Adjournment

Motion was made by Trustee Haas and seconded by Trustee O'Sullivan to adjourn the Regular Board meeting at 8:01 p.m. Voice vote carried.

Rosemary Groenwald, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of May 31, 2024

Library General Fund	7,635,159.47
Working Cash Fund	2,116,046.26
Capital Projects Restricted Fund	6,672,444.87
Debt Service Fund	0.00
Gift Fund	572,337.11
Total All Funds	16,995,987.71

Disbursements May 2024

\$ 933,642.18

Financial Summary

Fund Balances

Combined Library General & Working Cash Funds	\$	9,751,205.73
Annual Operating Budget 2024	\$	11,191,400.00
Combined Balance - Months in Reserve		10.5
Combined Balance - Percentage in Reserve		87.1%

YTD May Spending

- * We're on target with spending, and our YTD percentage expended is 39.7%
- * Last year at this time, we had expended 38.0%

Levy Collection

- * To date, 52.11% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 05/31/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$195,654.41	\$0.00	\$0.00	\$0.00	\$0.00	\$195,654.41
Interest Income	\$24,426.05	\$0.00	\$34,716.93	\$0.00	\$0.00	\$59,142.98
Miscellaneous Fees	\$1,979.78	\$0.00	\$0.00	\$0.00	\$0.00	\$1,979.78
Friends Reimbursement	\$6,047.86	\$0.00	\$0.00	\$0.00	\$0.00	\$6,047.86
Miscellaneous Income	\$14,809.70	\$0.00	\$0.00	\$0.00	\$247.27	\$15,056.97
Total Revenues	\$242,917.80	\$0.00	\$34,716.93	\$0.00	\$247.27	\$277,882.00
Expenses						
Salaries & Benefits	\$555,673.12	\$0.00	\$0.00	\$0.00	\$0.00	\$555,673.12
Management Expense	\$49,467.41	\$0.00	\$0.00	\$0.00	\$0.00	\$49,467.41
Operating Expense	\$14,710.55	\$0.00	\$0.00	\$0.00	(\$2.37)	\$14,708.18
Building Expense	\$49,603.29	\$0.00	\$0.00	\$0.00	\$0.00	\$49,603.29
Library Materials	\$107,361.54	\$0.00	\$0.00	\$0.00	\$0.00	\$107,361.54
Reimbursable Expense	\$6,631.59	\$0.00	\$0.00	\$0.00	\$0.00	\$6,631.59
Capital Outlay	\$0.00	\$0.00	\$96,312.97	\$0.00	\$0.00	\$96,312.97
Total Expenses	\$783,447.50	\$0.00	\$96,312.97	\$0.00	(\$2.37)	\$879,758.10
BEGINNING FUND BALANCE	\$8,175,689.17	\$2,116,046.26	\$6,734,040.91	\$0.00	\$572,087.47	\$17,597,863.81
NET SURPLUS/(DEFICIT)	(\$540,529.70)	\$0.00	(\$61,596.04)	\$0.00	\$249.64	(\$601,876.10)
ENDING FUND BALANCE	\$7,635,159.47	\$2,116,046.26	\$6,672,444.87	\$0.00	\$572,337.11	\$16,995,987.71

Mount Prospect Public Library Revenue Report

For the Period Ended 05/31/2024

	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Library Fund						
Property Taxes	\$195,654.41	\$5,709,735.59	\$10,958,000.00	\$5,248,264.41	52.11%	47.89%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$24,426.05	\$139,340.43	\$75,000.00	(\$64,340.43)	185.79%	(85.79%)
Fees	\$1,916.28	\$9,489.22	\$10,600.00	\$1,110.78	89.52%	10.48%
For Sale Items	\$63.50	\$308.46	\$20,200.00	\$19,891.54	1.53%	98.47%
Miscellaneous Income	\$14,809.70	\$15,598.72	\$0.00	(\$15,598.72)	0.00%	0.00%
Friends Reimbursement	\$6,047.86	\$12,606.08	\$0.00	(\$12,606.08)	0.00%	0.00%
Foundation Reimbursement	\$0.00	\$1,935.92	\$0.00	(\$1,935.92)	0.00%	0.00%
Village Reimbursement	\$0.00	\$2,169.43	\$1,800.00	(\$369.43)	120.52%	(20.52%)
Grant Income	\$0.00	\$73,800.00	\$73,000.00	(\$800.00)	101.10%	(1.10%)
Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Library Fund	\$242,917.80	\$5,964,983.85	\$11,222,500.00	\$5,257,516.15	53.15%	46.85%
Working Cash Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Capital Projects Fund						
Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest Income	\$34,716.93	\$153,985.12	\$0.00	(\$153,985.12)	0.00%	0.00%
Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Grant Income	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Capital Projects Fund	\$34,716.93	\$153,985.12	\$0.00	(\$153,985.12)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 05/31/2024

<u>Gift Fund</u>	<u>M.T.D. Receipts</u>	<u>Y.T.D. Receipts</u>	<u>Budgeted Receipts</u>	<u>Uncollected Receipts</u>	<u>Percent Collected</u>	<u>Percent Uncollected</u>
Bank Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Miscellaneous Income	\$247.27	\$886.28	\$5,000.00	\$4,113.72	17.73%	82.27%
Donations	\$0.00	\$32.18	\$0.00	(\$32.18)	0.00%	0.00%
Total Gift Fund	\$247.27	\$918.46	\$5,000.00	\$4,081.54	18.37%	81.63%

Mount Prospect Public Library Expense Report

For the Period Ended 05/31/2024

<u>Library Fund</u>	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Salaries & Benefits						
Salaries	\$489,317.39	\$2,383,594.17	\$5,931,000.00	\$3,547,405.83	40.19%	59.81%
IMRF	\$28,782.32	\$140,158.07	\$345,000.00	\$204,841.93	40.63%	59.37%
MC/FICA	\$34,360.98	\$171,563.22	\$454,000.00	\$282,436.78	37.79%	62.21%
Medical Insurance	\$0.00	\$266,730.64	\$820,000.00	\$553,269.36	32.53%	67.47%
Life Insurance	\$0.00	\$1,019.87	\$3,000.00	\$1,980.13	34.00%	66.00%
Unemployment Compensation Tax	\$3,212.43	\$4,561.85	\$23,000.00	\$18,438.15	19.83%	80.17%
Total Salaries & Benefits	\$555,673.12	\$2,967,627.82	\$7,576,000.00	\$4,608,372.18	39.17%	60.83%
Management Expenses						
Audit	\$1,000.00	\$6,600.00	\$5,600.00	(\$1,000.00)	117.86%	(17.86%)
Legal Fees	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%	100.00%
Printing	\$11,583.58	\$31,460.39	\$126,000.00	\$94,539.61	24.97%	75.03%
Marketing	\$21,229.42	\$35,286.09	\$74,000.00	\$38,713.91	47.68%	52.32%
Professional Dues	\$920.00	\$5,739.00	\$17,000.00	\$11,261.00	33.76%	66.24%
Board Development	\$736.00	\$2,188.00	\$2,500.00	\$312.00	87.52%	12.48%
Human Resources	\$13,498.69	\$76,386.21	\$172,700.00	\$96,313.79	44.23%	55.77%
Other Operating	\$499.72	\$660.21	\$38,700.00	\$38,039.79	1.71%	98.29%
Total Management Expenses	\$49,467.41	\$158,319.90	\$446,500.00	\$288,180.10	35.46%	64.54%
Operating Expenses						
Telecommunications	\$5,219.83	\$16,749.98	\$35,900.00	\$19,150.02	46.66%	53.34%
Insurance	\$0.00	\$86,585.05	\$116,000.00	\$29,414.95	74.64%	25.36%
Office Supplies	\$2,514.87	\$8,158.48	\$29,300.00	\$21,141.52	27.84%	72.16%
Library Supplies	\$314.97	\$4,035.13	\$24,700.00	\$20,664.87	16.34%	83.66%
Postage	\$637.64	\$8,367.01	\$31,800.00	\$23,432.99	26.31%	73.69%
Contract Services	\$0.00	\$22,936.64	\$142,000.00	\$119,063.36	16.15%	83.85%
Software	\$6,023.24	\$45,174.29	\$120,900.00	\$75,725.71	37.37%	62.64%
Total Operating Expenses	\$14,710.55	\$192,006.58	\$500,600.00	\$308,593.42	38.36%	61.64%

Mount Prospect Public Library Expense Report

For the Period Ended 05/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$11,068.43	\$85,817.82	\$133,800.00	\$47,982.18	64.14%	35.86%
Hardware & System Maintenance	\$645.79	\$74,253.41	\$139,600.00	\$65,346.59	53.19%	46.81%
Janitorial	\$4,764.64	\$30,622.35	\$76,300.00	\$45,677.65	40.13%	59.87%
Equipment	\$30,766.17	\$65,509.76	\$199,000.00	\$133,490.24	32.92%	67.08%
Utilities	\$2,358.26	\$22,344.42	\$49,300.00	\$26,955.58	45.32%	54.68%
Total Building Expenses	\$49,603.29	\$278,547.76	\$598,000.00	\$319,452.24	46.58%	53.42%
Services and Resources						
Adult Print	\$18,872.16	\$81,071.79	\$247,600.00	\$166,528.21	32.74%	67.26%
Adult AV	\$2,540.72	\$9,967.80	\$42,600.00	\$32,632.20	23.40%	76.60%
Youth Print	\$10,802.93	\$61,246.87	\$159,700.00	\$98,453.13	38.35%	61.65%
Youth AV	\$2,160.26	\$8,696.28	\$26,200.00	\$17,503.72	33.19%	66.81%
Magazines	\$1,254.27	\$14,642.45	\$19,300.00	\$4,657.55	75.87%	24.13%
Electronic Resources	\$24,525.94	\$100,446.43	\$186,600.00	\$86,153.57	53.83%	46.17%
Digital Media	\$28,340.95	\$132,326.52	\$317,000.00	\$184,673.48	41.74%	58.26%
E-Learning	\$6,075.00	\$41,723.22	\$49,500.00	\$7,776.78	84.29%	15.71%
Library of Things	\$3,066.78	\$17,269.27	\$68,000.00	\$50,730.73	25.40%	74.60%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$2,194.55	\$8,551.92	\$28,000.00	\$19,448.08	30.54%	69.46%
Programs	\$7,527.98	\$24,597.79	\$103,300.00	\$78,702.21	23.81%	76.19%
Total Services and Resources	\$107,361.54	\$501,192.94	\$1,248,500.00	\$747,307.06	40.14%	59.86%
Transfers						
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$1,184.45	\$2,834.45	\$10,000.00	\$7,165.55	28.34%	71.66%
Friends Expenses	\$5,447.14	\$15,454.67	\$10,000.00	(\$5,454.67)	154.55%	(54.55%)
Grant Expenses	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
VOMP Expenses	\$0.00	\$0.00	\$1,800.00	\$1,800.00	0.00%	100.00%
Total Sponsored Expenses	\$6,631.59	\$18,289.12	\$21,800.00	\$3,510.88	83.90%	16.11%

Mount Prospect Public Library Expense Report

For the Period Ended 05/31/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Total Library Fund	\$783,447.50	\$4,115,984.12	\$11,191,400.00	\$7,075,415.88	36.78%	63.22%
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	\$252.00	\$0.00	(\$252.00)	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	\$96,312.97	\$528,580.19	\$3,000,000.00	\$2,471,419.81	17.62%	82.38%
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	\$96,312.97	\$528,832.19	\$3,000,000.00	\$2,471,167.81	17.63%	82.37%
Gift Fund						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	(\$2.37)	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%
300-7060-99 Circulating Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7070-99 Art	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7300-99 Programs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7800-99 Transfer to Capital Project Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total Gift Fund	(\$2.37)	\$897.63	\$100,000.00	\$99,102.37	0.90%	99.10%

Mount Prospect Public Library
Outgoing Bank and Credit Card Charges
For the Period Ended 05/31/2024

Date	Source	Amount
05/01/2024	USPS	\$24.54
05/01/2024	AMAZON	\$36.44
05/01/2024	ZOOM	\$180.00
05/02/2024	COSTCO	\$97.33
05/02/2024	AARP	\$12.00
05/02/2024	LE PEEP	\$78.71
05/02/2024	AMAZON	\$8.99
05/02/2024	AMAZON	\$2.99
05/02/2024	AMAZON	\$8.99
05/02/2024	DISNEY	\$19.99
05/02/2024	NETFLIX	\$15.49
05/02/2024	A24	\$60.00
05/03/2024	AMERICAN LIBRARY AS	\$218.00
05/03/2024	BAKER & TAYLOR, INC.	\$5487.28
05/03/2024	BANNERVILLE USA	\$255.00
05/03/2024	CAVENDISH SQUARE	\$186.03
05/03/2024	CINTAS #22	\$207.85
05/03/2024	DEMCO	\$98.40
05/03/2024	GARY WENSTRUP	\$300.00
05/03/2024	GREY HOUSE PUBLISHIN	\$165.00
05/03/2024	ILLINOIS LIBRARY AS	\$300.00
05/03/2024	INGRAM	\$822.47
05/03/2024	LIBRARY IDEAS, LLC	\$152.53
05/03/2024	MANUFACTURERS NEWS I	\$1307.00
05/03/2024	OVERDRIVE, INC.	\$1526.40
05/03/2024	RAILS	\$6075.00
05/03/2024	SCHOLASTIC LIBRARY P	\$397.12
05/03/2024	SIRSI CORPORATION	\$57049.10
05/03/2024	STEVEN MITCHELL HURO	\$300.00
05/03/2024	VILLAGE OF MOUNT PRO	\$1244.02
05/03/2024	WAREHOUSE DIRECT	\$505.32
05/03/2024	COMIX REVOLUTION	\$45.00
05/03/2024	AMAZON	\$14.18
05/03/2024	NEW YORK REVIEW OF B	\$129.95
05/03/2024	LAKESHORE LEARNING M	\$34.98
05/03/2024	CHAMBER CO OP INC	\$15.00
05/03/2024	THE POLISH BOOKSTORE	\$527.86
05/03/2024	ILLINOIS TOLLWAY	\$10.00
05/03/2024	AMAZON	\$8.99
05/03/2024	AMAZON	\$8.99
05/05/2024	ONLINE LABELS, INC	\$193.32
05/05/2024	MICROSOFT	\$6.60
05/05/2024	MICROSOFT	\$4320.00
05/05/2024	MICROSOFT	\$32.65
05/05/2024	AMAZON	\$155.61

05/09/2024	DISNEY	\$19.99
05/09/2024	FUN EXPRESS	\$989.68
05/09/2024	FUN EXPRESS	\$24.99
05/09/2024	COMIX REVOLUTION	\$58.85
05/10/2024	Payroll 2024-0510	\$151437.45
05/10/2024	Payroll 2024-0510	\$56306.72
05/10/2024	AMERICAN LANDSCAPING	\$1800.00
05/10/2024	BAKER & TAYLOR, INC.	\$5706.56
05/10/2024	CANINE DETECTION & I	\$1650.00
05/10/2024	CAPSTONE	\$1999.00
05/10/2024	COMBINED ROOFING SER	\$900.00
05/10/2024	CRIMSON MULTIMEDIA D	\$73.68
05/10/2024	DANIEL CELIS	\$310.00
05/10/2024	INGRAM	\$842.86
05/10/2024	LIMRICC UNEMPLOYMENT	\$3212.43
05/10/2024	NEW ENGLAND HISTORIC	\$250.00
05/10/2024	OVERDRIVE, INC.	\$14431.41
05/10/2024	ROTARY CLUB OF RIVER	\$180.00
05/10/2024	SUPERIOR INDUSTRIAL	\$370.75
05/10/2024	ULINE	\$541.43
05/10/2024	VILLAGE OF MOUNT PRO	\$8695.28
05/10/2024	W. W. GRAINGER, INC.	\$100.37
05/10/2024	WAREHOUSE DIRECT	\$631.00
05/10/2024	THE HOME DEPOT CRC	\$92.99
05/10/2024	EMPLOYEE BENEFITS CO	\$1424.15
05/10/2024	EXPERT PAY CHILD SUP	\$188.31
05/10/2024	AMAZON	\$8.99
05/10/2024	NETFLIX	\$15.49
05/12/2024	AMAZON	\$7.97
05/12/2024	AMAZON	\$25.98
05/12/2024	WALMART	\$35.98
05/12/2024	AMAZON	\$112.31
05/12/2024	ETSY	\$46.20
05/13/2024	REPUBLIC SERVICES #5	\$274.49
05/13/2024	CHASE BANK-Bank Draft-41320569	\$37072.59
05/13/2024	ICMA RETIREMENT TRUS	\$7017.25
05/13/2024	MICROSOFT	\$4.11
05/13/2024	AMAZON	\$42.99
05/13/2024	DISNEY	\$19.99
05/13/2024	NETFLIX	\$15.49
05/13/2024	NETFLIX	\$15.49
05/13/2024	NETFLIX	\$15.49
05/14/2024	CHICAGO TRIBUNE	\$146.00
05/14/2024	AMAZON	\$357.48
05/14/2024	AMAZON	\$10.99
05/14/2024	AMAZON	\$29.00
05/14/2024	AMAZON	\$25.82
05/14/2024	AMAZON	\$210.41
05/14/2024	AMAZON	\$8.99
05/14/2024	AMAZON	\$2.99

05/14/2024	DISNEY	\$19.99
05/14/2024	NETFLIX	\$15.49
05/14/2024	AWESOME BALLOON CREA	\$250.00
05/15/2024	AMAZON	\$102.52
05/15/2024	DOLLAR TREE	\$3.75
05/15/2024	TARGET	\$33.76
05/15/2024	WALL STREET JOURNAL	\$194.97
05/15/2024	GOOGLE LLC	\$25.00
05/15/2024	AMAZON	\$21.58
05/15/2024	USPS	\$22.38
05/16/2024	APPLE.COM	\$9.99
05/16/2024	HR SOURCE	\$315.00
05/16/2024	FIVE BELOW	\$32.95
05/16/2024	DELL MARKETING L.P.	\$1375.30
05/16/2024	BARRONS	\$29.99
05/16/2024	CONSUMER REPORTS	\$26.00
05/16/2024	LIBRARY JOURNAL	\$169.00
05/16/2024	DELL MARKETING L.P.	\$11338.00
05/16/2024	AMAZON	\$194.43
05/16/2024	AMAZON	\$2.99
05/16/2024	DISNEY	\$19.99
05/16/2024	USPS	\$6.56
05/17/2024	AMERICAN LANDSCAPING	\$160.00
05/17/2024	AUTOMATIC DOORS, INC	\$335.00
05/17/2024	BAKER & TAYLOR, INC.	\$6966.12
05/17/2024	INGRAM	\$666.49
05/17/2024	JOURNAL AND TOPICS	\$775.00
05/17/2024	KAWAMOTO INC	\$250.00
05/17/2024	MIDWEST TAPE	\$79.98
05/17/2024	OVERDRIVE, INC.	\$619.39
05/17/2024	PLAYAWAY PRODUCTS LL	\$504.91
05/17/2024	TRU GREEN-CHEM LAWN	\$90.48
05/17/2024	ULINE	\$568.44
05/17/2024	UNIQUE MANAGEMENT SE	\$400.00
05/17/2024	WEBLINX INCORPORATED	\$135.00
05/17/2024	JEWEL OSCO	\$33.98
05/17/2024	AMAZON	\$98.09
05/17/2024	AMAZON	\$137.99
05/17/2024	AMAZON	\$60.80
05/17/2024	SHOW YOUR LOGO INC	\$200.00
05/17/2024	VISTAPRINT	\$182.74
05/17/2024	AMAZON	\$100.61
05/17/2024	AMAZON	\$314.55
05/17/2024	USPS	\$519.15
05/17/2024	USPS	\$5.15
05/17/2024	ALA	\$162.00
05/17/2024	AMERICAN LIBRARY AS	\$247.00
05/17/2024	AMAZON	\$8.99
05/17/2024	AMAZON	\$8.99
05/17/2024	AMAZON	\$2.99

05/17/2024	DISNEY	\$19.99
05/19/2024	AMAZON	\$58.89
05/19/2024	ENVELOPE SUPERSTORE	\$328.68
05/19/2024	JEWEL OSCO	\$6.99
05/19/2024	USPS	\$4.43
05/19/2024	ISTOCK PHOTO	\$70.00
05/19/2024	VISTAPRINT	\$1200.97
05/20/2024	AP STYLEBOOK	\$97.36
05/20/2024	AMAZON	\$27.99
05/20/2024	AMAZON	\$9.89
05/20/2024	AMAZON	\$33.99
05/21/2024	AMAZON	\$226.32
05/21/2024	HR SOURCE	\$1025.00
05/21/2024	AMAZON	\$10.62
05/21/2024	COSTCO	\$106.62
05/22/2024	CHASE BANK	\$50236.84
05/22/2024	THE POLISH BOOKSTORE	\$423.71
05/22/2024	APPLE.COM	\$6.59
05/22/2024	APPLE.COM	\$4.39
05/22/2024	AMAZON	\$84.64
05/22/2024	AMAZON	\$20.69
05/22/2024	USPS	\$7.75
05/22/2024	NATIONAL ASSOCIATION	\$69.00
05/23/2024	STAPLES BUSINESS ADV	\$49.65
05/23/2024	STAPLES BUSINESS ADV	\$79.25
05/23/2024	STAPLES BUSINESS ADV	\$144.16
05/23/2024	STAPLES BUSINESS ADV	\$35.21
05/23/2024	APPLE.COM	\$4.99
05/23/2024	APPLE.COM	\$4.39
05/23/2024	AMAZON	\$287.68
05/23/2024	DELL MARKETING L.P.	\$1650.36
05/23/2024	AMAZON	\$52.99
05/23/2024	AMAZON	\$45.13
05/23/2024	USPS	\$7.66
05/23/2024	SPOTIFY	\$16.99
05/23/2024	AMAZON	\$53.36
05/23/2024	DELL MARKETING L.P.	\$13605.60
05/23/2024	AMAZON	\$8.99
05/23/2024	NETFLIX	\$15.49
05/23/2024	PADLET SOFTWARE	\$24.00
05/23/2024	WALMART	\$31.84
05/24/2024	Payroll 2024-0524	\$148422.83
05/24/2024	Payroll 2024-0524	\$55355.28
05/24/2024	ACCURATE EMPLOYMENT	\$41.89
05/24/2024	ALPER BOZKURT	\$300.00
05/24/2024	AMAZON	\$2747.43
05/24/2024	AMERICAN LANDSCAPING	\$2140.00
05/24/2024	BAKER & TAYLOR, INC.	\$6597.82
05/24/2024	BANNERVILLE USA	\$130.00
05/24/2024	CRYSTAL MAINTENANCE	\$2980.00

05/24/2024	GAMBINO LANDSCAPING	\$322.50
05/24/2024	INFO USA MARKETING	\$7500.00
05/24/2024	INGRAM	\$1010.89
05/24/2024	KANOPY, INC.	\$715.00
05/24/2024	KATRINA MILEY	\$1251.20
05/24/2024	LILY VALENTIN	\$2933.76
05/24/2024	Megan Smith	\$500.00
05/24/2024	MIDWEST TAPE	\$5721.10
05/24/2024	OVERDRIVE, INC.	\$362.49
05/24/2024	PROQUEST INFORMATION	\$8682.19
05/24/2024	SCHOLASTIC LIBRARY P	\$4998.00
05/24/2024	TECHNOLOGY MANAGEMEN	\$3202.80
05/24/2024	THOMSON REUTERS - WE	\$1635.75
05/24/2024	TRILITERAL, LLC	\$1420.00
05/24/2024	VILLAGE OF MOUNT PRO	\$1031.98
05/24/2024	WAREHOUSE DIRECT	\$393.55
05/24/2024	VERIZON WIRELESS	\$1046.44
05/24/2024	Ventra	\$180.00
05/24/2024	EXPERT PAY CHILD SUP	\$188.31
05/24/2024	EMPLOYEE BENEFITS CO	\$1424.15
05/24/2024	AMAZON	\$173.77
05/24/2024	NETFLIX	\$15.49
05/24/2024	STATION 34	\$61.97
05/26/2024	GROKABILITY, INC.	\$399.99
05/26/2024	AMAZON	\$65.47
05/26/2024	AMAZON	\$71.93
05/26/2024	BICYCLING	\$34.97
05/26/2024	SMOOTHIE KING	\$364.50
05/26/2024	USPS	\$6.56
05/27/2024	AMERICAN LIBRARY AS	\$262.00
05/28/2024	CONSTELLATION NEW EN	\$1326.28
05/28/2024	ICMA RETIREMENT TRUS	\$7032.34
05/29/2024	4-IMPRINT	\$4249.48
05/29/2024	DESIGN PICKLE LLC	\$1249.00
05/29/2024	AQUENT LLC	\$455.00
05/29/2024	SMARTSIGN	\$72.79
05/29/2024	AMAZON	\$33.90
05/29/2024	BEST BUY	\$179.97
05/29/2024	CHICAGO TRIBUNE	\$424.00
05/29/2024	KD MARKET	\$22.40
05/29/2024	WALMART	\$283.75
05/29/2024	AMAZON	\$8.37
05/29/2024	CHAU LUNA LLC	\$75.80
05/29/2024	USPS	\$11.67
05/30/2024	VILLAGE OF MOUNT PRO	\$112.00
05/30/2024	VILLAGE OF MOUNT PRO	\$49392.62
05/30/2024	VILLAGE OF MOUNT PRO	\$96968.39
05/30/2024	APPLE.COM	\$54.99
05/30/2024	IMAGINATION PLAYGROU	\$18.18
05/30/2024	AMAZON	\$119.98

05/30/2024	AMAZON	\$20.79
05/30/2024	AMAZON	\$18.98
05/30/2024	AMAZON	\$9.49
05/30/2024	ILA	\$300.00
05/30/2024	AMAZON	\$2.99
05/31/2024	AUTOMATIC DOORS, INC	\$1670.00
05/31/2024	BAKER & TAYLOR, INC.	\$2690.98
05/31/2024	CINTAS #22	\$207.85
05/31/2024	INGRAM	\$415.60
05/31/2024	JIM GIBBONS	\$300.00
05/31/2024	LIBRARY IDEAS, LLC	\$791.28
05/31/2024	OVERDRIVE, INC.	\$606.43
05/31/2024	PRODUCT LLC	\$7354.00
05/31/2024	SMILE MAKERS	\$65.32
05/31/2024	SUSAN JEAN BENJAMIN	\$300.00
05/31/2024	VARIETY VENDORS	\$56.00
05/31/2024	W. W. GRAINGER, INC.	\$357.82
05/31/2024	WAREHOUSE DIRECT	\$127.26
05/31/2024	FRIENDS OF THE MPPL	\$40.50
05/31/2024	EMPLOYEE BENEFITS CO	\$106.39
05/31/2024	APPLE.COM	\$38.49
05/31/2024	AMAZON	\$1479.56
05/31/2024	ZOOM	\$180.00
05/31/2024	AMAZON	\$8.24
05/31/2024	MICHAELS STORES	\$16.60
05/31/2024	COSTCOCHECKS.COM	\$52.69
05/31/2024	SHOW YOUR LOGO INC	\$253.30
		<hr/>
		\$933642.18
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Mount Prospect Public Library
Monthly Library Report for Board of Trustees

May 2024

Fiction/AV/Teen

- 1) Summer Reading Outreach visits to area middle and high schools reached 1,721 teens, including 27 separate presentations to middle school classes.
- 2) The monthly “Night Off? Game On!” program saw its highest post-COVID attendance yet, with a clear community developing among regular attendees.
- 3) Exam Cram returned for finals week again, offering students snacks and “stress brains.” The highlight continued to be our visiting therapy dogs, Ellie and Nathan (who also were a big hit with library staff).



South Branch & Community Engagement

- 1) Eight individuals from the PURSUIT Day Program for adults with disabilities visited for a library orientation, tour, and scavenger hunt. This group will likely visit periodically for both structured activities and time to explore independently.
- 2) We hosted two bilingual sessions of “Pilates for Beginners,” one in person and one virtually. They were both well-attended, and it is noteworthy that all virtual participants stayed online until the very end of the program.
- 3) In recognition of Asian American and Pacific Islander Heritage Month, we hosted a “Tea Time Storytime,” which featured a selection of teas popular in Asian cultures to sample, stories, songs, and a craft.
- 4) We helped a patron enlarge and print out a picture to use as a template for a piñata for her child, and she sent us a picture of the finished piñata.
- 5) We added a circulating copy of the Spanish Rules of the Road “Normas de Tránsito” to the South Branch collection which includes the guide and a consumable packet of questions. We frequently get requests for this and copies from the Secretary of State go very quickly.



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Youth Services

- 1) In May, we partnered with the Mount Prospect Park District to bring a “StoryWalk®” to Clearwater Park. We passed out 72 books to celebrate the “StoryWalk” and had 20 people fill out the survey to give feedback on the month-long installation. The event also received social media attention, with even Laurie Berkner (who authored, *We Are the Dinosaurs*, the book of the StoryWalk) reposting our Facebook post.
- 2) May was a big outreach month, with most of the Youth team getting out into the community to promote summer reading. We talked with 2,765 people at elementary school visits and 2,021 at preschool and daycare visits.
- 3) “Dinomaynia” took over the Youth department floor this month. We had 175 kids participate in the Who Would Win Scavenger Hunt, Dino edition, and 600 kids complete the dinosaur scavenger hunt on the younger side of the floor. Kids loved getting to play with different dinosaur toys spread across the department.



Circulation

- 1) The top highlight of the month was the return of the MPPL mobile app. Patrons were thrilled to hear the app had returned, and staff got to see many faces light up upon hearing the news. Staff helped patrons download the new app, and many a family with multiple children left happy with all of their family's cards in one place again. By the beginning of June, there were 443 Android and 875 Apple installations.
- 2) One patron was very excited to hear that MPPL is joining CCS this year. They said they had been hoping that we would join and are excited about the improved services we will be able to offer as a result.
- 3) A patron interaction that made staff smile: At close on a Friday night the following interaction was overheard between a toddler and his mother:



Toddler (angrily): Why is everyone saying good night??

Mother: Because they're closing the library.

Toddler: But I don't have to go to bed yet!

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- 4) Shifting continued in May and the Adult Fiction and Adult DVD collections were shifted to address some overly tight areas in both of those collections. The Youth World Language collection was also shifted a bit to make room for World Language board books.



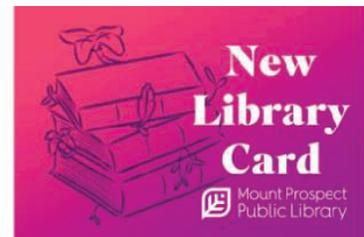
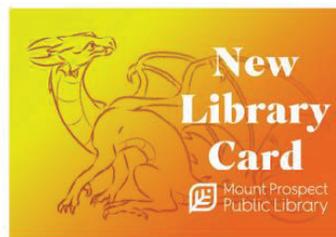
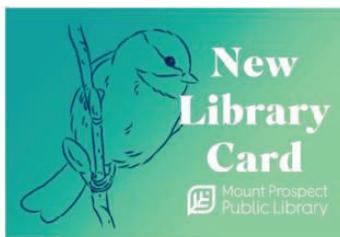
Research

- 1) The first issue of the Business, Career, and Personal Finance e-newsletter was deployed early in the month to 661 email addresses and had an open rate of 55.3%. This targeted version of the newsletter will share information about library programs and services that specifically address financial and career topics. The first issue included information about a program that was held later the same day, and nine people signed up through the newsletter.
- 2) Our program with the highest attendance (48) was "True Crime: Financial Fraud." The presenter was Detective John Napoleon of the Mount Prospect Police Department.
- 3) We hosted the virtual program "Obtaining Dual Citizenship - Using Genealogy to Establish Descent." The presenter, Rhonda McClure, did an excellent job of explaining a very complex topic. The 24 attendees were very engaged and asked many questions.



Registration

- 1) In collaboration with the Des Plaines Public Library and our Youth Services department, we created 65 new library cards for students at Brentwood Elementary School in May.
- 2) Using our branding and color templates, we created new library card stickers that we are very excited to hand out.



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- 3) A grateful patron gave us a Phalaenopsis orchid as a thank you after using Meeting Room A for her piano recital in May, and it will go into a shared staff area for everyone to enjoy.

Human Resources & Learning

- 1) Number of open positions: 0
- 2) Number of vacant positions filled: 2. Computer Services Supervisor (FT), Outreach Summer Assistant (PT – Temporary)
- 3) Number of separations: 0
- 4) Staff anniversaries:
 - a. Katharine Wohrstein, Acquisitions Supervisor, 20 years
 - b. Dimitrios Stefanis, Registration Assistant, 5 years
 - c. Suzanne Yazel, HR Manager, 5 years
- 5) May was the month that HR joined Administration to provide an “inside look” into our department’s function and contributions to the library’s operations. Over 20 staff members attended and gained insight into HR, Finance, and the positions of the Executive Director and Deputy Director.
- 6) We held our Safety In-Service Day on May 3. MPPL staff reviewed construction zone safety with Jason Perkunas (SMC), and then reviewed active threat responses with Officer Bart Tweedie, Deputy Chief of Administration and Officer Mark Bechtold of the Mount Prospect Police Department. Staff then used the information presented to create their own emergency exit routes from the building, paying special attention to the existence of the construction zone.



Building & Security

- 1) The Laura L. Luteri garden planting was completed in May. The memorial plaque will be installed when it is received.
- 2) We conducted our annual fire drill in early May during regular open hours. Jim Miller, the Emergency Management Coordinator for the Mount Prospect Fire Department observed and advised us that the evacuation procedures were completed quickly and successfully.
- 3) During the Project A demolition, as we were removing one of the walls abutting our janitor closet, an interior leak was found. We will replace the damaged wall areas, the basin, and the faucet.

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- 4) Several of our building systems received their routine inspections in May. The fire alarm system received its semi-annual inspection, and we had a defective smoke detector replaced. Our water supply piping has devices which prevent a backflow of water should there be a drop in the municipal water supply. These devices are tested annually per Village requirement. We did have a minor leak on one of them which was repaired.

Technical Services

- 1) The Outdoor Games category in Library of Things had its annual refresh in May with nine new games joining the line-up. Notable items for this expansion include *Washer Toss*, *Fishbowl*, and *Flickin' Chicken*. As with previous Outdoor Games every new item was checked out within a day or two of hitting our shelves.
- 2) Library of Things Junior saw a massive update of the Reading category. Thirty-six new sets of Tonie figures were added to the collection, effectively doubling the size of that subcollection. Anticipating renewed interest in our Toniebox starter sets for summer, we doubled the amount available for checkout as well. Demand for all things Tonie has not waned since their debut with most figure sets having healthy holds lists.

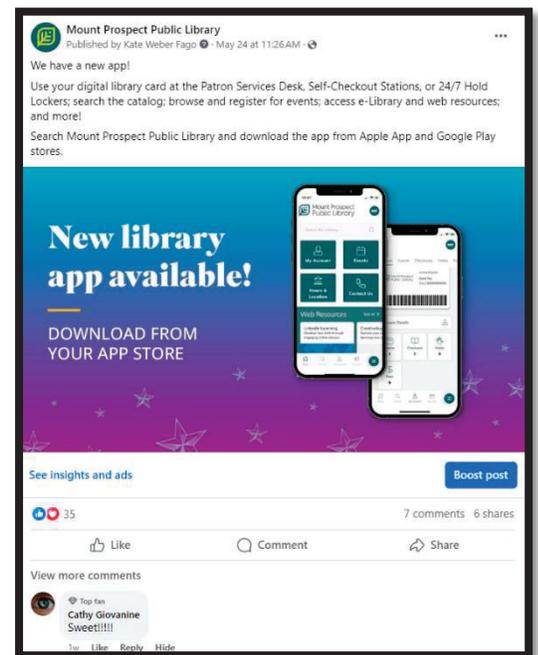


Information Technology

- 1) We assisted with the completion of the rollout of the new Mount Prospect Public Library mobile app, available in the Apple and Google app stores.
- 2) We have installed Adobe Acrobat Pro on two additional collaborative public computers. Acrobat Pro allows patrons to turn scanned documents into editable and searchable PDF files, and also allows users to create, convert, and edit existing PDF files.

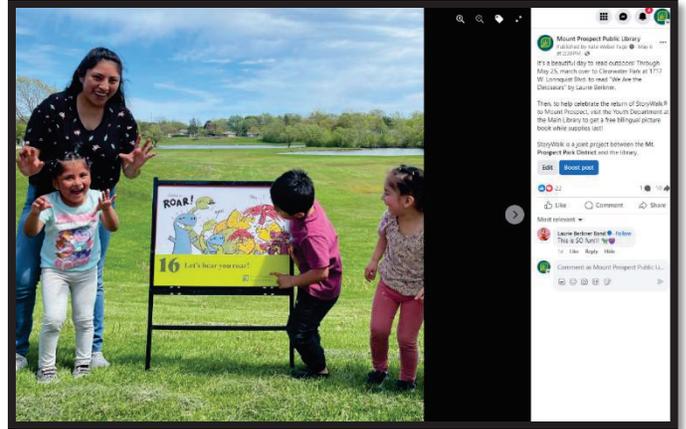
Marketing

- 1) We supported the rollout of the new app by posting information online, creating bookmarks, sending a special version of e-news, and sending out a press release. This Facebook post was one of our highest reaching for the month of May, hitting 35 reactions (like and loves), 7 comments, and 6 shares.



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- 2) The promotional Facebook post for our StoryWalk® was one of our highest reaching in May with 51 reactions (likes or loves) and 10 shares. Even Laurie Berkner, musician and author of our featured book *We Are the Dinosaurs*, commented on how it looked like FUN!



Friends of the Mount Prospect Public Library

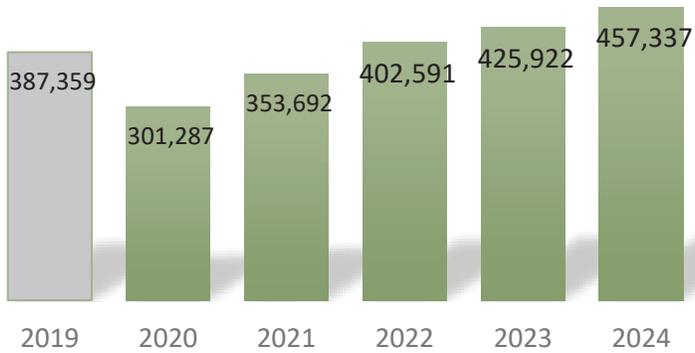
- 1) The Friends held their annual board meeting in May which included elections. Eric Bertolozzi was elected Vice President for a 2-year term and Sue Wolf was elected Secretary for a 2-year term. Pat Klawitter remains the President.
- 2) Board members are researching book recycling vendors after Discover Books abruptly went out of business.
- 3) The April sale had the highest sale total ever recorded and introduced a new “Gold Mine” display for delicate, historical, and non-traditional items.

Mount Prospect Public Library Foundation

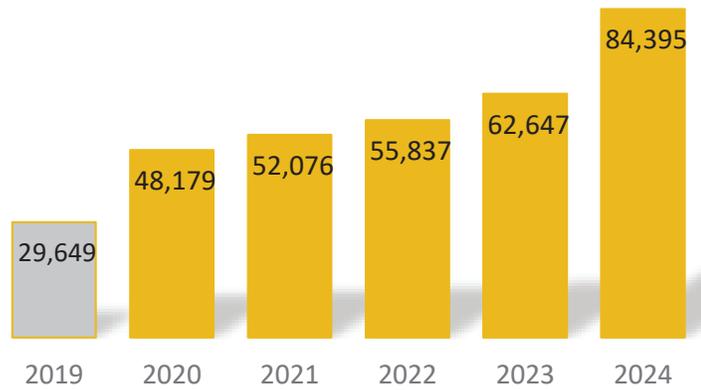
- 1) The Foundation did not meet in May.

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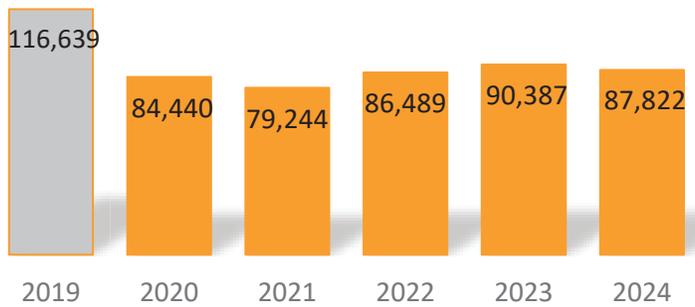
Overall Circulation YTD



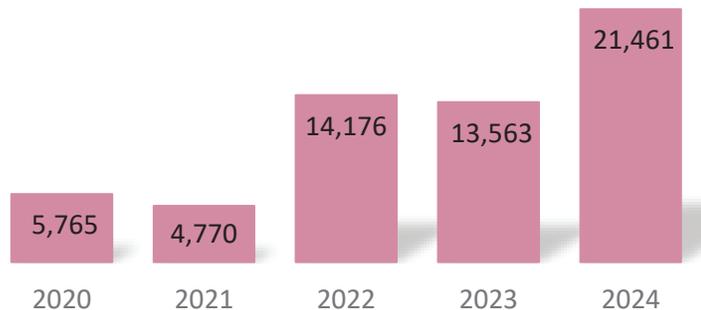
eMedia Circulation YTD



AV Circulation YTD

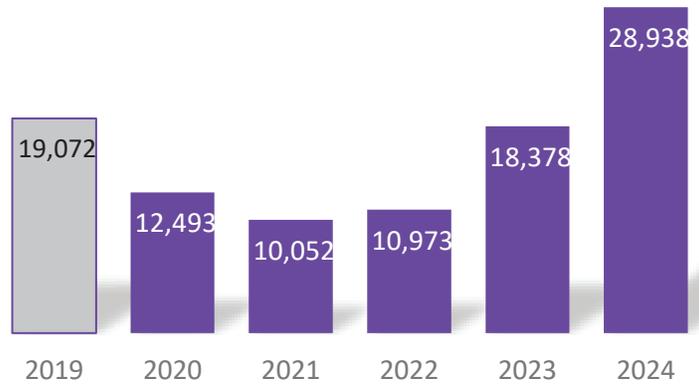


Other Circulation YTD

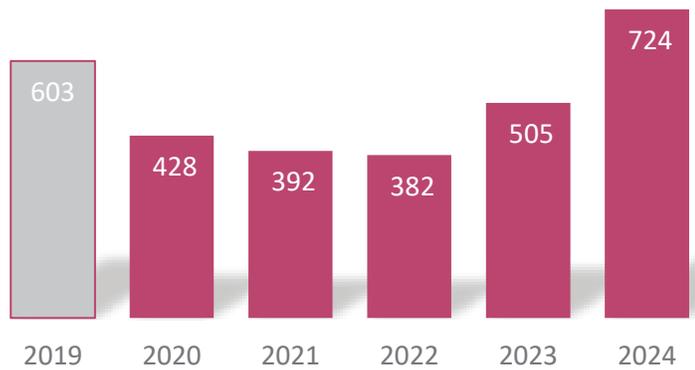


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

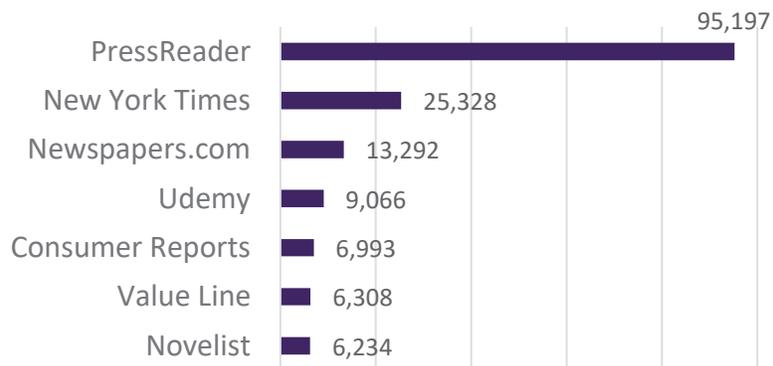
Program Attendance YTD



Number of Programs YTD

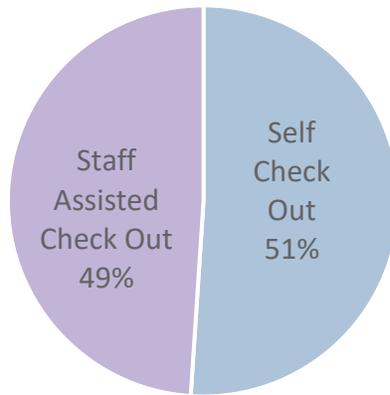


2024 YTD Top Databases

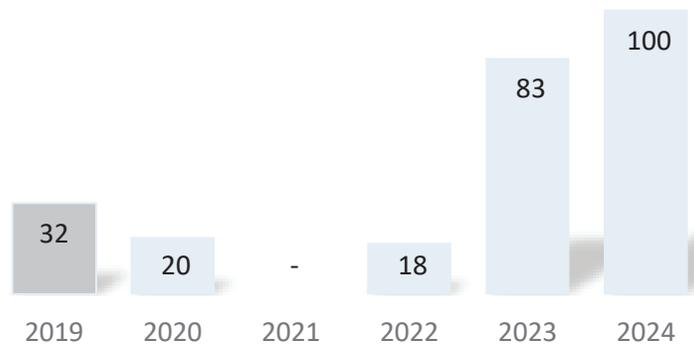


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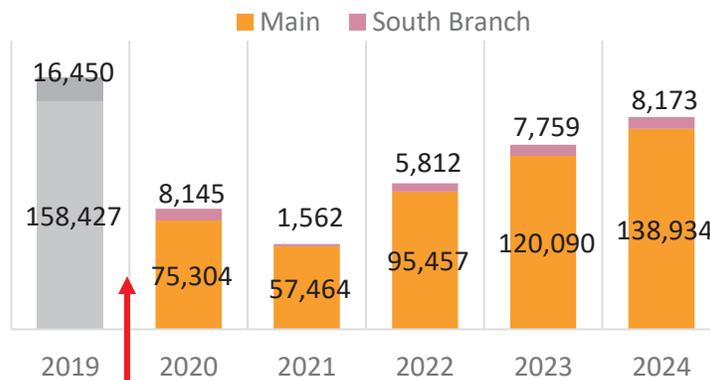
Check Out Method



Meeting Room Usage by Public YTD



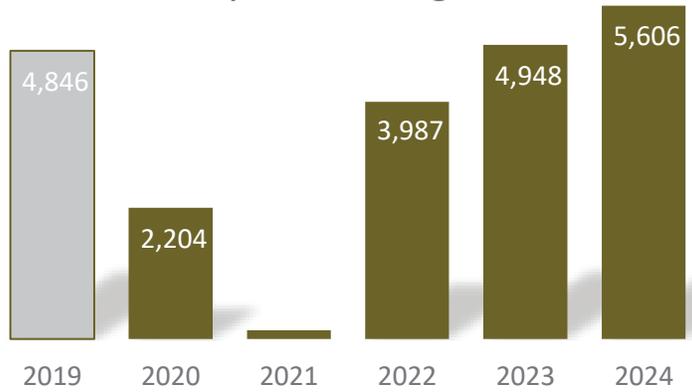
2024 Door Count - YTD



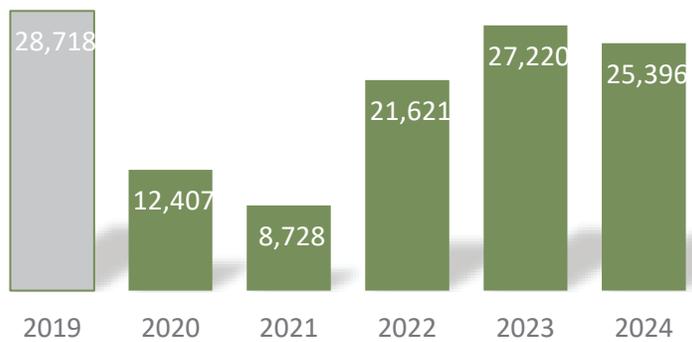
New people counters installed in 2020

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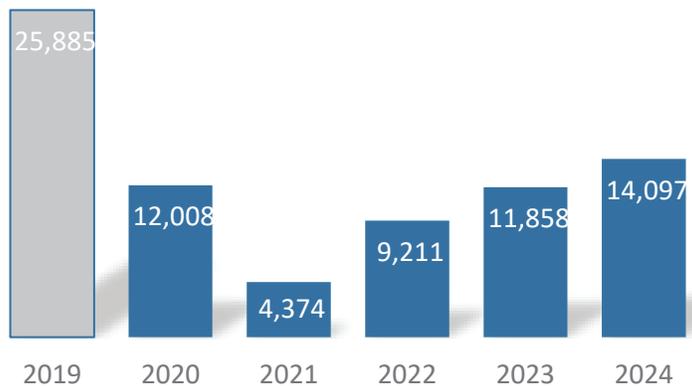
Study Room Usage YTD



Wireless Unique Users YTD



Public Computer Hours Usage YTD



CCS and Renovation Monthly Update

June 20, 2024

CCS Migration

CCS progress since last month:

1. We completed the Test Data Load migration phase. Our data has been successfully loaded into the CCS training system and we are able to log into the training version of Leap, the primary staff-facing software arm of Polaris.
2. We have completed our CCS training plan and have submitted staff registrations for CCS-led training sessions.
3. We selected our configuration options for the MPPL version of PowerPAC, the patron-facing software arm of Polaris. CCS will use this information to configure our testing/training PowerPAC site.
4. We have entered the Staff Training, Data Testing, and Configuration phases, which are scheduled to last until late September.

CCS plans for next month:

1. CCS staff will visit MPPL in late June for an IT consultation, where they will cover the technical aspects of the Polaris ILS software and configuring peripherals.
2. MPPL will have our Data Testing kickoff meeting with CCS in early July, where we will receive our data testing documentation and instructions.
3. CCS-led staff training will begin in early July and run through go-live. MPPL staff will be attending training at the CCS offices, via webinars, and here in the library.
4. We are scheduled to receive our testing/training PowerPAC site by early July.

CCS timeline

1. ~~November 1, 2023 – January 15, 2024 – Onboarding~~
2. ~~February/March 2024 – Profiling, System Administration Build~~
3. ~~March 25, 2024 – March 29, 2024 – Data Extract~~
4. ~~April/May 2024 – Mapping~~
5. ~~May 2024 – Test Data Load~~
6. June – September 25, 2024 – Staff Training, Data Testing, and Configuration
7. September 26, 2024 – Data Extract
8. September 27, 2024 – September 30, 2024 – Libraries Offline
9. October 1, 2024 – Go Live

Renovation

Renovation progress since last month:

1. We continue to be on track to come in well under the approved \$3M budget and are on track to be completed on time.
2. Continued taking staff on brief tours of the construction zone after the contractors have left for the day.
3. Installed and configured new self-check stations (7 in total throughout the library).
4. Completed framing and roughing in MEP (mechanical, electrical, plumbing).
5. Completed drywall and began painting.

Mount Prospect Public Library
Board of Trustees
CCS and Renovation Monthly Update

Renovation plans for next month:

1. Continue painting
2. Install ceiling grid
3. Install ceiling tile
4. Install PA system components
5. Install casework, slatwall, bookdrop façade, wood trim

Renovation timeline:

- ~~1. October 2023 – Complete design phase~~
- ~~2. November 2023 – Library review/approve budget~~
- ~~3. December 2023 – Prepare bid documents~~
- ~~4. January 2024 – Go out to bid~~
- ~~5. February 15, 2024 – Board approve bids~~
- ~~6. March/April 2024 – Planning, procurement, and preparation~~
- ~~7. Tuesday, April 30, 2024 – Start construction~~
8. July 2024 - Substantial completion
9. August 2024 – Final completion
 - a. Furniture installation date approximately August 7
10. September 2024 – Install and configure sorter
11. October 2024 – Go live with CCS

Public Communication

1. Update in every issue of the print newsletter through the end of the year.
2. A public webpage is up at <https://mppl.org/about-us/updates/> and will serve as the permanent location for the public to find information about the projects.
3. In library poster with “Coming Soon” information.
4. In library flyer with all basic information; will be used throughout the project.
5. E-news editions with updates focusing on “changes during construction.”
6. In library bookmarks with high level information about the projects being put into Hold books.