

Regular Board Meeting
July 18, 2024, 7:00 p.m.
Youth Program Room 119b

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. **2023 Audit Presentation**, Don Shaw, Lauterbach & Amen, LLP
5. **President's Report**
6. **Consent Agenda**
 - a. Minutes of Regular Board Meeting of June 20, 2024 **(3-4)**
 - b. June 2024 Bills and Financial Reports **(5-18)**
7. **Second Quarter Financial Review**, Malachi Kohlwey, Finance Manager
8. **Preliminary 2024 Levy Discussion**
9. **Executive Director Report (2)**
 - a. June 2024 Library Activity Report **(19-27)**
 - b. CCS and Renovation Update **(28-30)**
 - c. Networking Breakfast
10. **Trustee Reports and Comments**
11. **Upcoming Meetings and Events Calendar**
 - a. July 20-21 – Friends Book Sale
 - b. No Foundation Board Meeting held in July
 - c. August 1 – Committee of the Whole Meeting – recommend cancel
 - d. August 15, 7:00 p.m. – Regular Board Meeting
 - e. August 26 – Foundation Board Meeting – Rosemary Groenwald
 - f. September 5, 7:00 p.m. – Finance Committee Meeting
12. **Adjournment**

**Library Director Report
July 18, 2024**

1. **Consent Agenda.** This is agenda item 6. Any item on the consent agenda can be removed by request and discussed and voted on separately.
2. **2023 Audit Presentation.** This is agenda item 4. Don Shaw, our auditor from Lauterbach & Amen, will attend the meeting to present the 2023 audit findings, which key staff have reviewed. The audit came back with a “clean” opinion again this year.
3. **Second Quarter Financial Review.** This is agenda item 7. Finance Manager Malachi Kohlwey will review the second quarter financial results.
4. **Preliminary 2024 Levy Discussion.** This is agenda item 8. We will discuss property tax levy options in advance of creating the draft 2025 budget. This is not a decision point, but an opportunity to have a conversation prior to the formal budget presentation in September.

The full proposal, including the working budget, levy, appropriation budget, and salary scale will be presented at the Finance Committee meeting on September 5, 2024 at 7 p.m. The full 2025 budget timeline is:

- a. **July 18 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
5. **Networking Breakfast.** This is agenda item 9c. Prior to the pandemic, for many years the library hosted networking meetings for area elected officials and executive leaders (most recently known as the “Sunrise Connection Breakfast”). We are exploring bringing a similar event back and would like to have a discussion regarding this topic.

2019 – No spring event planned; fall event canceled

2018 – Spring event canceled; fall event held

2017 – Winter and fall events held

2016 – Winter held; spring and fall events canceled

2015 – Winter, spring, and fall events held

We typically invited around 128 people from about 18 organizations, and at the last one in 2018, 27 people attended. Historically average attendance was around 20.

6. **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 Appreciation 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
June 20, 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, Sylvia Fulk, Brian Gilligan, Rosemary Groenwald, Sylvia Haas
Absent: Kristine O'Sullivan
Staff Present: Anne Belden, Jo Broszczak, Malachi Kohlwey, Su Reynders
Visitors: None

All Trustees agreed to allow Trustee Gilligan to join the meeting virtually as per 5 ILCS 120/7 (a).

3. Public Comment

There was no public comment.

4. President's Report

President Bass reminded Trustees of the upcoming South Branch 15th anniversary celebration and the Volunteer Recognition Lunch.

5. Consent Agenda

- a. Minutes of Regular Board Meeting of May 16, 2024
- b. May 2024 Bills and Financial Reports
- c. Library Closing at 5 p.m. on Friday, September 20 for Staff In-Service Day

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

6. Committee Appointments 2024-2025

President Bass appointed the 2024-2025 committee members as follows:

- Finance: Brian Gilligan, Chair; all trustees will serve
- Personnel: Marie Bass, Chair; all trustees will serve

7. Executive Director Report

Executive Director Reynders reviewed the highlights of the monthly library report, the CCS and Renovation monthly update, and answered questions. She provided an update about the staff engagement survey and reported discussions are underway on next steps.

8. Trustee Reports and Comments

Trustee Benden shared praises from St. Raymond's School for Stephen Barnes, Early Childhood Outreach Librarian, on providing programming services.

Trustee Fulk reported a successful Meet the Board event on Wednesday, May 29.

9. Upcoming Meetings and Events Calendar

- a. June 24 – Foundation Board Meeting – Marie Bass
- b. July 4 – Fourth of July Parade
- c. July 11 – Committee of the Whole Meeting – canceled
- 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

Motion was made by Trustee Haas and seconded by Trustee Fulk to adjourn the Regular Board meeting at 7:34 p.m. Voice vote carried.

Rosemary Groenwald, Secretary

Mount Prospect Public Library

Board of Trustees

Treasurer's Report

Fund Balances as of June 30, 2024

Library General Fund	6,809,898.01
Working Cash Restricted Fund	2,116,046.26
Capital Projects Restricted Fund	6,450,156.19
Debt Service Fund	0.00
Gift Partially Restricted Fund	572,433.73
Total All Funds	15,948,534.19

Disbursements June 2024

\$	1,142,544.27
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Financial Summary

Fund Balances

Working Cash Restricted Fund	\$	2,116,046.26
Library General Fund	\$	6,809,898.01
Annual Operating Budget 2024	\$	11,191,400.00
General Fund - Months in Reserve		7.3
General Fund - Percent in Reserve		60.8%
Combined Working Cash & General Fund - Months in Reserve		9.6
Combined Working Cash & General Fund - Percent in Reserve		79.8%

YTD June Spending

- * We're on target with spending, and our YTD percentage expended is 48.5%
- * Last year at this time, we had expended 45.7%

Levy Collection

- * To date, 52.58% of the total Tax revenue has been collected

Mount Prospect Public Library

Statement of Revenues, Expenditures & Fund Balance

For the Period Ended 06/30/2024

	Library Fund	Working Cash Fund	Capital Project Fund	Debt Service Fund	Gift Fund	Total Funds
Revenues						
Property Taxes	\$52,411.65	\$0.00	\$0.00	\$0.00	\$0.00	\$52,411.65
Interest Income	\$23,065.40	\$0.00	\$33,813.02	\$0.00	\$0.00	\$56,878.42
Miscellaneous Fees	\$1,730.44	\$0.00	\$0.00	\$0.00	\$0.00	\$1,730.44
Friends Reimbursement	\$5,206.94	\$0.00	\$0.00	\$0.00	\$0.00	\$5,206.94
Foundation Reimbursement	\$1,878.90	\$0.00	\$0.00	\$0.00	\$0.00	\$1,878.90
Miscellaneous Income	\$105.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$96.62	\$96.62
Total Revenues	\$84,398.33	\$0.00	\$33,813.02	\$0.00	\$96.62	\$118,307.97
Expenses						
Salaries & Benefits	\$597,289.17	\$0.00	\$0.00	\$0.00	\$0.00	\$597,289.17
Management Expense	\$30,341.43	\$0.00	\$0.00	\$0.00	\$0.00	\$30,341.43
Operating Expense	\$22,016.82	\$0.00	\$0.00	\$0.00	\$0.00	\$22,016.82
Building Expense	\$60,007.42	\$0.00	\$0.00	\$0.00	\$0.00	\$60,007.42
Library Materials	\$123,135.71	\$0.00	\$0.00	\$0.00	\$0.00	\$123,135.71
Reimbursable Expense	\$4,790.01	\$0.00	\$0.00	\$0.00	\$0.00	\$4,790.01
Capital Outlay	\$0.00	\$0.00	\$256,101.70	\$0.00	\$0.00	\$256,101.70
Total Expenses	\$837,580.56	\$0.00	\$256,101.70	\$0.00	\$0.00	\$1,093,682.26
BEGINNING FUND BALANCE	\$7,563,080.24	\$2,116,046.26	\$6,672,444.87	\$0.00	\$572,337.11	\$16,923,908.48
NET SURPLUS/(DEFICIT)	(\$753,182.23)	\$0.00	(\$222,288.68)	\$0.00	\$96.62	(\$975,374.29)
ENDING FUND BALANCE	\$6,809,898.01	\$2,116,046.26	\$6,450,156.19	\$0.00	\$572,433.73	\$15,948,534.19

Mount Prospect Public Library Revenue Report

For the Period Ended 06/30/2024

	<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	\$52,411.65	\$5,762,147.24	\$10,958,000.00	\$5,195,852.76	52.58%	47.42%
Illinois Per Capita Grant	\$0.00	\$0.00	\$83,900.00	\$83,900.00	0.00%	100.00%
Interest Income	\$23,065.40	\$162,405.83	\$75,000.00	(\$87,405.83)	216.54%	(116.54%)
Fees	\$1,657.49	\$11,146.71	\$10,600.00	(\$546.71)	105.16%	(5.16%)
For Sale Items	\$72.95	\$381.41	\$20,200.00	\$19,818.59	1.89%	98.11%
Miscellaneous Income	\$105.00	\$15,703.72	\$0.00	(\$15,703.72)	0.00%	0.00%
Friends Reimbursement	\$5,206.94	\$17,813.02	\$0.00	(\$17,813.02)	0.00%	0.00%
Foundation Reimbursement	\$1,878.90	\$3,814.82	\$0.00	(\$3,814.82)	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	\$84,398.33	\$6,049,382.18	\$11,222,500.00	\$5,173,117.82	53.90%	46.10%
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	\$33,813.02	\$187,798.14	\$0.00	(\$187,798.14)	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	\$33,813.02	\$187,798.14	\$0.00	(\$187,798.14)	0.00%	0.00%

Mount Prospect Public Library

Revenue Report

For the Period Ended 06/30/2024

<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>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%	0.00%
Miscellaneous Income	\$0.00	\$886.28	\$5,000.00	\$4,113.72	\$4,113.72	17.73%	82.27%
Donations	\$96.62	\$128.80	\$0.00	(\$128.80)	(\$128.80)	0.00%	0.00%
Total Gift Fund	\$96.62	\$1,015.08	\$5,000.00	\$3,984.92	\$3,984.92	20.30%	79.70%

Mount Prospect Public Library Expense Report

For the Period Ended 06/30/2024

<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	\$470,632.98	\$2,854,227.15	\$5,931,000.00	\$3,076,772.85	48.12%	51.88%
IMRF	\$27,665.53	\$167,823.60	\$345,000.00	\$177,176.40	48.64%	51.36%
MC/FICA	\$33,672.25	\$205,235.47	\$454,000.00	\$248,764.53	45.21%	54.79%
Medical Insurance	\$65,163.96	\$394,200.03	\$820,000.00	\$425,799.97	48.07%	51.93%
Life Insurance	\$154.45	\$1,330.87	\$3,000.00	\$1,669.13	44.36%	55.64%
Unemployment Compensation Tax	\$0.00	\$4,561.85	\$23,000.00	\$18,438.15	19.83%	80.17%
Total Salaries & Benefits	\$597,289.17	\$3,627,378.97	\$7,576,000.00	\$3,948,621.03	47.88%	52.12%
Management Expenses						
Audit	\$0.00	\$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	\$11,243.78	\$42,704.17	\$126,000.00	\$83,295.83	33.89%	66.11%
Marketing	\$7,852.60	\$43,138.69	\$74,000.00	\$30,861.31	58.30%	41.70%
Professional Dues	\$1,483.00	\$9,242.00	\$17,000.00	\$7,758.00	54.36%	45.64%
Board Development	\$0.00	\$2,188.00	\$2,500.00	\$312.00	87.52%	12.48%
Human Resources	\$9,331.36	\$85,867.57	\$172,700.00	\$86,832.43	49.72%	50.28%
Other Operating	\$430.69	\$1,090.90	\$38,700.00	\$37,609.10	2.82%	97.18%
Total Management Expenses	\$30,341.43	\$190,831.33	\$446,500.00	\$255,668.67	42.74%	57.26%
Operating Expenses						
Telecommunications	\$2,550.62	\$19,300.60	\$35,900.00	\$16,599.40	53.76%	46.24%
Insurance	\$625.00	\$87,210.05	\$116,000.00	\$28,789.95	75.18%	24.82%
Office Supplies	\$1,680.26	\$9,838.74	\$29,300.00	\$19,461.26	33.58%	66.42%
Library Supplies	\$608.87	\$4,644.00	\$24,700.00	\$20,056.00	18.80%	81.20%
Postage	\$3,214.42	\$11,581.43	\$31,800.00	\$20,218.57	36.42%	63.58%
Contract Services	\$0.00	\$22,936.64	\$142,000.00	\$119,063.36	16.15%	83.85%
Software	\$13,337.65	\$58,511.94	\$120,900.00	\$62,388.06	48.40%	51.60%
Total Operating Expenses	\$22,016.82	\$214,023.40	\$500,600.00	\$286,576.60	42.75%	57.25%

Mount Prospect Public Library Expense Report

For the Period Ended 06/30/2024

	M.T.D. Expended	Y.T.D. Expended	Annual Budget	Budget Remaining	Percent Expended	Percent Remaining
Building Expenses						
Building Maintenance	\$18,503.06	\$104,320.88	\$133,800.00	\$29,479.12	77.97%	22.03%
Hardware & System Maintenance	\$2,069.88	\$76,323.29	\$139,600.00	\$63,276.71	54.67%	45.33%
Janitorial	\$6,020.13	\$36,642.48	\$76,300.00	\$39,657.52	48.02%	51.98%
Equipment	\$31,353.95	\$96,863.71	\$199,000.00	\$102,136.29	48.68%	51.32%
Utilities	\$2,060.40	\$24,404.82	\$49,300.00	\$24,895.18	49.50%	50.50%
Total Building Expenses	\$60,007.42	\$338,555.18	\$598,000.00	\$259,444.82	56.61%	43.39%
Services and Resources						
Adult Print	\$17,644.99	\$98,716.78	\$247,600.00	\$148,883.22	39.87%	60.13%
Adult AV	\$2,856.42	\$12,824.22	\$42,600.00	\$29,775.78	30.10%	69.90%
Youth Print	\$30,080.76	\$91,327.63	\$159,700.00	\$68,372.37	57.19%	42.81%
Youth AV	\$1,083.29	\$9,779.57	\$26,200.00	\$16,420.43	37.33%	62.67%
Magazines	\$368.05	\$15,010.50	\$19,300.00	\$4,289.50	77.77%	22.23%
Electronic Resources	\$11,302.65	\$112,489.08	\$186,600.00	\$74,110.92	60.28%	39.72%
Digital Media	\$40,261.56	\$172,588.08	\$317,000.00	\$144,411.92	54.44%	45.56%
E-Learning	\$0.00	\$48,430.47	\$49,500.00	\$1,069.53	97.84%	2.16%
Library of Things	\$2,642.26	\$19,911.53	\$68,000.00	\$48,088.47	29.28%	70.72%
Microform	\$0.00	\$652.60	\$700.00	\$47.40	93.23%	6.77%
Processing Supplies	\$914.97	\$9,466.89	\$28,000.00	\$18,533.11	33.81%	66.19%
Programs	\$15,980.76	\$40,578.55	\$103,300.00	\$62,721.45	39.28%	60.72%
Total Services and Resources	\$123,135.71	\$631,775.90	\$1,248,500.00	\$616,724.10	50.60%	49.40%
Transfers						
	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Total Transfers	\$0.00	\$0.00	\$800,000.00	\$800,000.00	0.00%	100.00%
Sponsored Expenses						
Foundation Expenses	\$785.47	\$3,619.92	\$10,000.00	\$6,380.08	36.20%	63.80%
Friends Expenses	\$4,004.54	\$19,459.21	\$10,000.00	(\$9,459.21)	194.59%	(94.59%)
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	\$4,790.01	\$23,079.13	\$21,800.00	(\$1,279.13)	105.87%	(5.87%)

Mount Prospect Public Library Expense Report

For the Period Ended 06/30/2024

	<u>M.T.D. Expended</u>	<u>Y.T.D. Expended</u>	<u>Annual Budget</u>	<u>Budget Remaining</u>	<u>Percent Expended</u>	<u>Percent Remaining</u>
Total Library Fund	\$837,580.56	\$5,025,643.91	\$11,191,400.00	\$6,165,756.09	44.91%	55.09%
Working Cash Fund						
200-7820-99 Transfer to Library Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Total	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
<u>Capital Project Fund</u>						
400-6130-99 Bank & Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
400-6800-99 Building Maintenance - Service	\$0.00	\$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	\$256,101.70	\$784,681.89	\$3,000,000.00	\$2,215,318.11	26.16%	73.84%
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	\$256,101.70	\$784,933.89	\$3,000,000.00	\$2,215,066.11	26.16%	73.84%
<u>Gift Fund</u>						
300-6840-99 Equipment & Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
300-7050-99 Operating Expenses	\$0.00	\$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	\$0.00	\$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 06/30/2024

Date	Source	Amount
06/02/2024	AMAZON	\$473.80
06/02/2024	AMAZON	\$62.07
06/02/2024	AMAZON	\$21.99
06/02/2024	AMAZON	\$512.43
06/02/2024	WEST MUSIC	\$71.95
06/02/2024	AMAZON	\$7.90
06/02/2024	AMAZON	\$65.44
06/02/2024	AMAZON	\$8.99
06/02/2024	AMAZON	\$8.99
06/02/2024	AMAZON	\$2.99
06/02/2024	USPS	\$9.43
06/02/2024	DISNEY	\$19.99
06/03/2024	JOHNSON CONTROLS	\$285.00
06/03/2024	AMAZON	\$8.99
06/03/2024	AMAZON	\$8.99
06/03/2024	NETFLIX	\$15.49
06/03/2024	IKEA	\$21.99
06/03/2024	WALL STREET JOURNAL	\$64.99
06/04/2024	AMAZON	\$775.54
06/04/2024	AMAZON	\$70.28
06/04/2024	AMAZON	\$8.99
06/04/2024	NETFLIX	\$15.49
06/04/2024	USPS	\$9.23
06/04/2024	DISNEY	\$19.99
06/04/2024	DISNEY	\$19.99
06/04/2024	DISNEY	\$19.99
06/04/2024	PC GAMER	\$8.75
06/05/2024	ONLINE LABELS, INC	\$237.69
06/05/2024	AMAZON	\$8.99
06/05/2024	AMAZON	\$8.99
06/05/2024	AMAZON	\$8.99
06/05/2024	DISNEY	\$19.99
06/05/2024	NETFLIX	\$15.49
06/05/2024	APPLE.COM	\$19.99

06/05/2024	APPLE.COM	\$14.99
06/05/2024	APPLE.COM	\$25.91
06/05/2024	APPLE.COM	\$19.99
06/05/2024	APPLE.COM	\$19.99
06/05/2024	APPLE.COM	\$19.99
06/05/2024	IMAGINATION PLAYGROU	\$19.68
06/05/2024	MICROSOFT	\$44.00
06/05/2024	MICROSOFT	\$6.60
06/05/2024	ALA	\$314.00
06/06/2024	AT&T ACH	\$730.51
06/06/2024	AT&T ACH	\$103.77
06/06/2024	DISNEY	\$19.99
06/06/2024	SCHOOL SPECIALTY	\$109.72
06/06/2024	BECKERS SCHOOL SUPPL	\$159.92
06/07/2024	Payroll 2024-0607	\$147666.50
06/07/2024	Payroll 2024-0607	\$54904.13
06/07/2024	1ST METROPOLITAN TRA	\$40.00
06/07/2024	AMAZON	\$3399.16
06/07/2024	AMERICAN LANDSCAPING	\$320.00
06/07/2024	ANN TORRALBA	\$475.00
06/07/2024	BAKER & TAYLOR, INC.	\$5517.08
06/07/2024	CHICAGO COMMUNICATIO	\$399.00
06/07/2024	COMBINED ROOFING SER	\$1389.43
06/07/2024	COOPERATIVE COMPUTER	\$5666.66
06/07/2024	DEMCO	\$656.85
06/07/2024	INGRAM	\$513.01
06/07/2024	JOHN D'EMILIO	\$250.00
06/07/2024	MENARDS	\$7.35
06/07/2024	MIDWEST TAPE	\$337.49
06/07/2024	NPN360	\$924.75
06/07/2024	OVERDRIVE, INC.	\$123.50
06/07/2024	PLAYAWAY PRODUCTS LL	\$417.88
06/07/2024	SUPERIOR INDUSTRIAL	\$423.20
06/07/2024	THOMAS DEJA	\$4000.00
06/07/2024	TODAY'S BUSINESS SOL	\$522.36
06/07/2024	WAREHOUSE DIRECT	\$306.08
06/07/2024	EXPERT PAY CHILD SUP	\$188.31
06/07/2024	EMPLOYEE BENEFITS CO	\$1424.15
06/07/2024	THE POLISH BOOKSTORE	\$392.79
06/07/2024	ADMIN COLUMNS PRO	\$89.00
06/07/2024	NETFLIX	\$15.49
06/07/2024	NETFLIX	\$15.49
06/07/2024	DELL MARKETING L.P.	\$1925.42
06/07/2024	AMAZON	\$1165.05
06/07/2024	EBAY INC	\$7.69
06/09/2024	JOE DONUT MOUNT PROS	\$111.25
06/09/2024	USPS	\$6.56
06/09/2024	APPLE.COM	\$89.91
06/09/2024	AMAZON	\$1275.58
06/09/2024	APPLE.COM	\$1020.00

06/09/2024	NETFLIX	\$15.49
06/09/2024	DISNEY	\$19.99
06/09/2024	AMAZON	\$2.99
06/09/2024	THE GREAT COURSES	\$82.41
06/09/2024	AMAZON	\$46.92
06/10/2024	ICMA RETIREMENT TRUS	\$7002.32
06/10/2024	THE HOME DEPOT CRC	\$82.43
06/10/2024	AMAZON	\$2627.98
06/10/2024	NETFLIX	\$15.49
06/10/2024	AMAZON	\$8.99
06/10/2024	JOURNAL AND TOPICS	\$66.00
06/11/2024	REPUBLIC SERVICES #5	\$310.32
06/11/2024	SHELL OIL COMPANY	\$42.29
06/11/2024	AMAZON	\$428.89
06/11/2024	DELL MARKETING L.P.	\$1143.08
06/11/2024	WALMART	\$104.22
06/12/2024	AMAZON	\$139.18
06/12/2024	USPS	\$7.54
06/12/2024	USPS	\$6.79
06/12/2024	ILLINOIS LIBRARY AS	\$100.00
06/12/2024	A24	\$35.00
06/12/2024	PEOPLE MAGAZINE	\$91.00
06/12/2024	INFORMATION TODAY	\$79.95
06/12/2024	AMAZON	\$42.72
06/12/2024	VISTAPRINT	\$300.98
06/12/2024	VISTAPRINT	\$316.98
06/13/2024	POSTMASTER	\$2368.06
06/13/2024	NETFLIX	\$15.49
06/13/2024	DISNEY	\$19.99
06/13/2024	ZOHO Corporation	\$2815.00
06/13/2024	SAM'S CLUB	\$32.12
06/13/2024	USPS	\$8.51
06/13/2024	ALA	\$162.00
06/13/2024	ILA	\$100.00
06/13/2024	BARRONS	\$29.99
06/14/2024	ALEN CORPORATION	\$561.75
06/14/2024	AMERICAN LANDSCAPING	\$320.00
06/14/2024	AMERICAN LIBRARY AS	\$436.00
06/14/2024	BAKER & TAYLOR, INC.	\$9099.44
06/14/2024	BIBLIOTHECA, LLC	\$88397.22
06/14/2024	BISHOP PLUMBING, INC	\$2848.05
06/14/2024	CHILDREN'S PLUS INC.	\$213.49
06/14/2024	CRIMSON MULTIMEDIA D	\$53.42
06/14/2024	GARVEY'S OFFICE PROD	\$14813.20
06/14/2024	INFO USA MARKETING,	\$3000.00
06/14/2024	INGRAM	\$1127.17
06/14/2024	JOURNAL AND TOPICS	\$50.00
06/14/2024	LAUTERBACH & AMEN, L	\$1000.00
06/14/2024	LIBRARY IDEAS, LLC	\$47.20
06/14/2024	MENARDS	\$93.19

06/14/2024	MERGENT, INC.	\$1710.00
06/14/2024	MIDWEST TAPE	\$395.41
06/14/2024	NANNY NIKKI MUSIC, L	\$475.00
06/14/2024	NICHOLAS BARTHOLOMEW	\$440.00
06/14/2024	NPN360	\$9327.86
06/14/2024	OVERDRIVE, INC.	\$14509.90
06/14/2024	RAILS	\$15356.45
06/14/2024	SMC CONSTRUCTION SER	\$249101.70
06/14/2024	SMILE MAKERS	\$220.74
06/14/2024	W. W. GRAINGER, INC.	\$359.68
06/14/2024	WAREHOUSE DIRECT	\$1493.53
06/14/2024	NETFLIX	\$15.49
06/14/2024	NETFLIX	\$15.49
06/14/2024	NETFLIX	\$15.49
06/14/2024	DISNEY	\$19.99
06/14/2024	AMAZON	\$8.99
06/14/2024	AMAZON	\$2.99
06/14/2024	4-IMPRINT	\$1777.59
06/14/2024	AMAZON	\$206.73
06/16/2024	AMAZON	\$2.99
06/16/2024	AQUENT LLC	\$405.00
06/16/2024	APPLE.COM	\$64.94
06/16/2024	AMAZON	\$9.80
06/16/2024	AMAZON	\$22.99
06/16/2024	S&S Worldwide	\$328.93
06/16/2024	PENGUIN RANDOM HOUSE	\$6048.00
06/16/2024	DYNAMISM INC	\$2189.01
06/16/2024	CAPANNARI ICE CREAM	\$39.90
06/17/2024	AFLAC	\$181.92
06/17/2024	AMAZON	\$8.99
06/17/2024	AMAZON	\$8.99
06/17/2024	AMAZON	\$2.99
06/17/2024	DISNEY	\$19.99
06/17/2024	DISNEY	\$19.99
06/17/2024	USPS	\$5.07
06/18/2024	CHAMBER CO OP INC	\$5.00
06/18/2024	GOTPRINT.COM	\$252.58
06/18/2024	ISTOCK PHOTO	\$70.00
06/19/2024	STAPLES BUSINESS ADV	\$94.11
06/19/2024	STAPLES BUSINESS ADV	\$171.13
06/19/2024	STAPLES BUSINESS ADV	\$62.13
06/19/2024	STAPLES BUSINESS ADV	\$48.38
06/19/2024	STAPLES BUSINESS ADV	\$85.94
06/19/2024	THE POLISH BOOKSTORE	\$471.83
06/20/2024	COMCAST BUSINESS	\$192.90
06/20/2024	FREEPIK	\$24.00
06/20/2024	AMAZON	\$605.06
06/20/2024	ACE HARDWARE	\$13.18
06/20/2024	WALMART	\$28.98
06/20/2024	USPS	\$14.08

06/20/2024	USPS	\$3.96
06/20/2024	USPS	\$8.28
06/21/2024	Payroll 2024-0621	\$148725.41
06/21/2024	Payroll 2024-0621	\$55311.45
06/21/2024	ACCURATE EMPLOYMENT	\$100.32
06/21/2024	AMAZON	\$5207.43
06/21/2024	AUTOMATIC DOORS, INC	\$407.50
06/21/2024	BAKER & TAYLOR, INC.	\$3747.52
06/21/2024	BISHOP PLUMBING, INC	\$4278.55
06/21/2024	CHICAGO COMMUNICATIO	\$289.00
06/21/2024	COMPSYCH CORPORATION	\$2520.00
06/21/2024	CRYSTAL MAINTENANCE	\$2980.00
06/21/2024	F.E.MORAN, INC. FIRE	\$2626.00
06/21/2024	GALE	\$5400.00
06/21/2024	INGRAM	\$412.72
06/21/2024	JOHNSON WATER CONDIT	\$150.00
06/21/2024	KANOPY, INC.	\$678.00
06/21/2024	LAUTERBACH & AMEN, L	\$5600.00
06/21/2024	MIDWEST TAPE	\$5622.92
06/21/2024	MISS KATIE SINGS LLC	\$470.00
06/21/2024	OVERDRIVE, INC.	\$637.93
06/21/2024	RISK PROGRAM ADMINIS	\$625.00
06/21/2024	SCHOLASTIC LIBRARY P	\$400.05
06/21/2024	THOMSON REUTERS - WE	\$1635.75
06/21/2024	TRAF-SYS INC	\$240.00
06/21/2024	WAREHOUSE DIRECT	\$364.90
06/21/2024	EXPERT PAY CHILD SUP	\$188.31
06/21/2024	EMPLOYEE BENEFITS CO	\$1424.15
06/21/2024	VILLAGE OF MOUNT PRO	\$49038.80
06/21/2024	VILLAGE OF MOUNT PRO	\$112.00
06/21/2024	ONLINE LABELS, INC	\$717.78
06/21/2024	OFFICE DEPOT	\$17.38
06/21/2024	KD MARKET	\$13.45
06/21/2024	CHAU LUNA LLC	\$5.99
06/21/2024	S&S Worldwide	\$289.69
06/23/2024	AMAZON	\$39.75
06/23/2024	AMAZON	\$8.99
06/23/2024	JEWEL OSCO	\$23.96
06/23/2024	WALMART	\$4.77
06/23/2024	NETFLIX	\$15.49
06/23/2024	USPS	\$21.70
06/23/2024	SPOTIFY	\$16.99
06/23/2024	WOMAN'S DAY	\$24.97
06/23/2024	AMAZON	\$50.00
06/23/2024	AMAZON	\$98.11
06/23/2024	DICE	\$495.00
06/24/2024	ICMA RETIREMENT TRUS	\$6994.03
06/24/2024	NETFLIX	\$15.49
06/24/2024	USPS	\$5.07
06/25/2024	VERIZON WIRELESS	\$796.95

06/25/2024	CONSTELLATION NEW EN	\$904.73
06/25/2024	Ventra	\$180.00
06/25/2024	DELL MARKETING L.P.	\$56.98
06/25/2024	AMAZON	\$24.98
06/25/2024	AMAZON	\$94.83
06/25/2024	THE GREAT COURSES	\$225.33
06/25/2024	AMAZON	\$125.88
06/26/2024	THE POLISH BOOKSTORE	\$470.70
06/26/2024	AMAZON	\$12.97
06/26/2024	AMAZON	\$6.84
06/26/2024	AMAZON	\$177.00
06/26/2024	UPRINTING	\$192.77
06/26/2024	AMERICAN LIBRARY AS	\$47.40
06/27/2024	AMERICAN LIBRARY AS	\$247.00
06/27/2024	ARTICULATE	\$549.00
06/27/2024	FARONICS	\$3911.04
06/27/2024	VUESCAN SOFTWARE	\$119.95
06/27/2024	JEWEL OSCO	\$10.98
06/27/2024	USPS	\$7.75
06/27/2024	THE ATLANTIC	\$54.95
06/27/2024	COMIX REVOLUTION	\$14.96
06/27/2024	HR SOURCE	\$560.00
06/28/2024	AMERICAN TIME	\$80.90
06/28/2024	BAKER & TAYLOR, INC.	\$9965.34
06/28/2024	BANNERVILLE USA	\$140.00
06/28/2024	CHILDREN'S PLUS INC.	\$1939.90
06/28/2024	CINTAS #22	\$207.85
06/28/2024	CINTAS FIRE PROTECTI	\$419.44
06/28/2024	COSTCO	\$180.00
06/28/2024	EVERLIGHTS, INC.	\$380.60
06/28/2024	GREY HOUSE PUBLISHIN	\$4960.00
06/28/2024	INGRAM	\$1419.37
06/28/2024	OVERDRIVE, INC.	\$2960.91
06/28/2024	PRODUCT LLC	\$7000.00
06/28/2024	SCOTT HEINRICHS	\$700.00
06/28/2024	SOUND INCORPORATED	\$552.00
06/28/2024	STEVEN J BALAZS	\$550.00
06/28/2024	VILLAGE OF MOUNT PRO	\$1155.67
06/28/2024	W. W. GRAINGER, INC.	\$97.51
06/28/2024	WAREHOUSE DIRECT	\$30.41
06/28/2024	EMPLOYEE BENEFITS CO	\$106.39
06/28/2024	VILLAGE OF MOUNT PRO	\$94594.41
06/28/2024	AQUENT LLC	\$430.00
06/28/2024	QUICKBASE	\$4752.06
06/28/2024	TECHSOUP	\$775.00
06/28/2024	AMERICAN LIBRARY AS	\$47.40
06/30/2024	FRIENDS OF THE MPPL	\$108.50
06/30/2024	ULINE	\$90.40
06/30/2024	AMAZON	\$2.99
06/30/2024	AMAZON	\$2.99

06/30/2024	AMAZON	\$2.99
06/30/2024	AMAZON	\$27.98
06/30/2024	SCHOLASTIC LIBRARY P	\$2626.15
06/30/2024	4-IMPRINT	\$359.05
06/30/2024	DESIGN PICKLE LLC	\$14.99
06/30/2024	AMAZON	\$74.19
06/30/2024	CC-GROUND TRANSPORTA	\$9.00
06/30/2024	CC-MEALS	\$9.70
06/30/2024	CC-MEALS	\$18.32
06/30/2024	CC-MEALS	\$8.08
06/30/2024	CC-MEALS	\$14.56
06/30/2024	CC-MEALS	\$15.89
06/30/2024	AMAZON	\$365.99
06/30/2024	CC-MEALS	\$21.00
06/30/2024	CC-MEALS	\$24.55
06/30/2024	CC-MEALS	\$4.24
06/30/2024	CC-MEALS	\$27.63
		<u>\$1142544.27</u>

June 2024

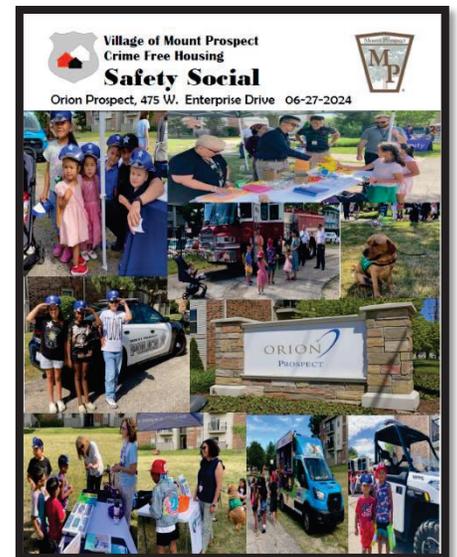
Fiction/AV/Teen

- 1) Summer Reading got off to a strong start; by the end of June adult registration had reached the highest number ever recorded for the program, an increase of 70% over 2023's total registration. Reportedly, many patrons discovered that we had an adult program for the first time. Teen registration was also vigorous, with the second highest number since 2013. The Book and Movie Bingo programs also saw renewed activity.
- 2) Teen programming highlights:
 - "Book Hedgehog" craft
 - "Teen Tie-Dye Workshop"
 - "Pride Reads for Teens"
 - "Business Bootcamp for Middle Schoolers"
- 3) We had several positive patron comments for our Pride displays and programming.



South Branch & Community Engagement

- 1) We participated in the Village's first Feel Good Friday event, which featured a resource fair, activities, demos, and speakers designed to foster wellness and connect people to resources to care for their mental health. The library's table featured resources from our collection, a resource guide, and a Zentangle mindful doodling activity for all ages. This event was held in Pocket Park just before a Friday Concert on the Green, which positively impacted attendance.
- 2) We participated in four Safety Social events at various rental properties on the south side. These events are arranged by the Mount Prospect Police Department Crime-Free Housing Officer and are intended to build positive relationships with residents. Each property provides food and entertainment, and the library issues library cards and had an activity and giveaways.
- 3) We offered support to the Village's Human Services Department for residents displaced by the fire at Orion Parkview Apartments. In addition to offering our space and resources, we hosted a donation bin in the lobby for the benefit of these residents.



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) We had a full house for our “Summer Seashell Sensory Bottles” program, where participants created their own sensory bottle with dish soap, blue food coloring, water, and seashells.
- 5) The first month of Summer Reading at South Branch has been a success, and we have already surpassed last year’s registration numbers. In addition to the t-shirt giveaway and reading incentive prizes, we have a very popular guessing jar activity for all ages, with winners in three age-level categories.



Youth Services

- 1) The Youth Summer Reading program started in June with 1,791 children registered.
- 2) Good Morning Sunshine, our Monday morning concert series, came back this summer through the support of the Friends. We held three concerts with a total of 572 people attending in June.
- 3) June marked the start of the Outreach Summer Reading program. We visited 13 schools and saw 1,200 people. At the first visit, staff presented a storytime with activities, songs, and more. We saw everyone from babies through elementary school aged children in a local daycare, camp, or summer school setting. For School District 59, we teamed up with Des Plaines Public Library to present storytimes to the summer school classes.
- 4) June was a program heavy month, with party programs featuring Bluey, Taylor Swift, and Pride. We had a total of 422 attend across three programs.



Circulation

- 1) Total circulation was 97,811 for June 2024. This was a considerable increase over May and seems to indicate Summer Reading is off to a strong start for the community.
- 2) Staff have continued to thrill patrons with the news that the MPPL app has returned, helping patrons to set it up on their phone, answering questions about the new app, and assisting with some basic troubleshooting as needed.
- 3) Although new additions have been rare since the start of construction in May, the Library of Things and Library of



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Things Junior collections continue to thrive. Patrons checked out nearly 1,000 “things” in the month of June. Among the most in-demand items are new Toniebox figurines and Yard Games. Our new water tester and the coin sorter have also been popular this month.



Research

- 1) “Severe Weather and Storm Chasing,” an in-person program offered this month, had 22 attendees. One patron comment: “Love this interesting topic that I would not have read about myself! Speaker was very nice! Much thanks to library for hosting sessions like this!”
- 2) We hosted a virtual program: “Documents You Don’t Think You Need Until You Do,” with 40 attendees. The evaluations were very positive, and a few people noted that they really like virtual programs.
- 3) In 2023, the Illinois Secretary of State included \$5 million in their 2024 budget for an e-resource package that will be available without charge to all Illinois libraries. The final details of this program were finalized in June, and a formal announcement from the state is expected soon.



Registration

- 1) We spent 41 hours at the Summer Reading check-in station in Youth Services.
- 2) Museum passes are always hugely popular during the summer, and we issued 72 passes in June. Popular attractions were the Brookfield Zoo, Chicago Botanic Garden, Cantigny Park, and the Volo Museum.
- 3) We issued a Village Partner Card to the Kenneth Young Center in Mount Prospect to facilitate easier electronic access for supervisors and residents.

Human Resources & Learning

- 1) Number of open positions: 2 Computer Technicians (PT)
- 2) Number of vacant positions filled: 0
- 3) Number of separations: 0



Mount Prospect Public Library
Monthly Library Report for Board of Trustees

- 4) Staff anniversaries: Kristen Hamilton, Circulation Desk Assistant, 5 years; Elizabeth Colin, South Branch Assistant Manager, 5 years
- 5) We met with Tedra Tado, Vocational Rehab Counselor with Hines VA, about their Transitional Work Experience program and a possible partnership with MPPL.
- 6) We met with a representative from the Duman Opportunity Center and a recent job applicant about various entry-level job opportunities at the library. The Duman Opportunity Center helps job seekers with disabilities.

Building & Security

- 1) Mid-month in June we had about a week of exceptionally warm weather. We experienced several problems with our air conditioning and our main building chillers were not operating at full capacity due to exterior coil issues. We had our service provider out to power wash the coils, which corrected the problem. We also had issues with the separate A/C unit for our server room. Due to age, parts are no longer available, and we need to replace the unit. We are obtaining quotes for this work.
- 2) We continued with several other annual inspections and testing in June. Our fire extinguishers were all inspected and recertified for another year as required by the State Fire Marshal. The back flow devices, one of which was serviced in May, also had their annual testing done.
- 3) Our remodeling project has been progressing on time. All drywall work has been completed and painted. Door frames have been installed as well, see separate update report for more details.



Technical Services

- 1) New additions to the Library of Things and Library of Things Junior collections were largely paused this month as we began planning category expansions to be rolled out once we have a larger storage space. The most unique addition this month was the Personal Sports Radar, a patron suggestion.

Information Technology

- 1) IT completed an upgrade to the Wi-Fi system. We upgraded all our ten-year-old access points in the patron and staff areas. The new access points increase performance and throughput.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

Marketing

- 1) Our top Facebook/Instagram (Meta) posts included Storytime at Capannari Ice Cream, a post about new releases on our Lucky Day shelves, and the “Good Morning Sunshine Concert Series.”
- 2) E-newsletters:
 - a. The click-through rates for General Interest emails increased a bit from May’s statistics to 1.5% and 1.2%. We cleaned up the list by removing undeliverable, non-existent, and suspended email addresses to reduce the number of bounced emails, which will increase our open rate percentage.
 - i. Top click-through page percentages for the bi-monthly emails were the youth “Good Morning Sunshine Concert Series” and the adult “Coloring Extravaganza.”
 - b. Two Parent-Caregiver e-newsletters were sent featuring the Summer Reading and the Family Theater program and received an average open rate of 64%. Top click-through page percentages were “Twist and Shout Storytime” and Family Theater.
 - c. The Business Finance & Career e-newsletter’s open and click-through rates were 60% and 8%, respectively.
- 3) We helped staff the Summer Reading registration table on opening weekend June 1-2.



Friends of the Mount Prospect Public Library

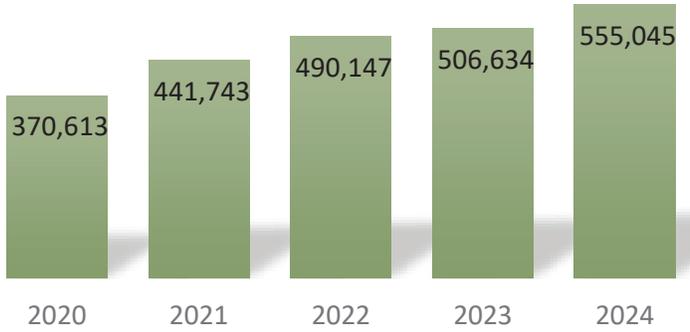
- 1) Featured items for the July sale will be announced by the Friends through their social media and email.
- 2) The nonprofit organization Knowledge Exchange will pick up materials for recycling.

Mount Prospect Public Library Foundation

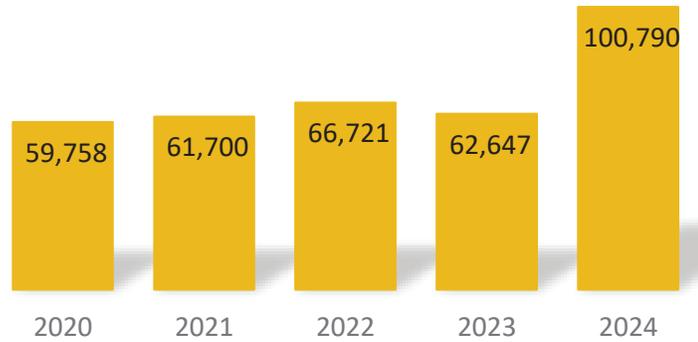
- 1) The Foundation is researching grant opportunities and developing a fundraising campaign directed toward local businesses.
- 2) The Fundraising Committee is planning multiple events for Q3 2024 and early 2025.
- 3) The 2023 audit was completed by Evans Marshall and Pease.

Mount Prospect Public Library
Monthly Library Report for Board of Trustees

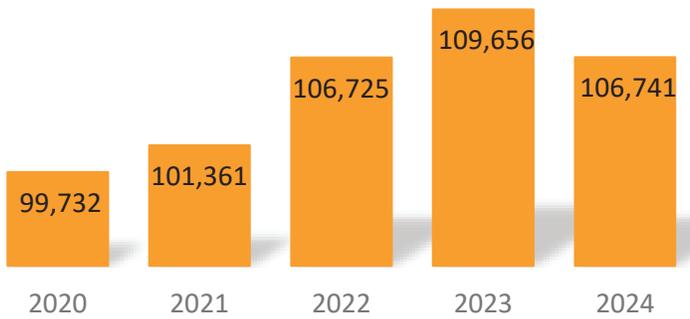
Overall Circulation YTD



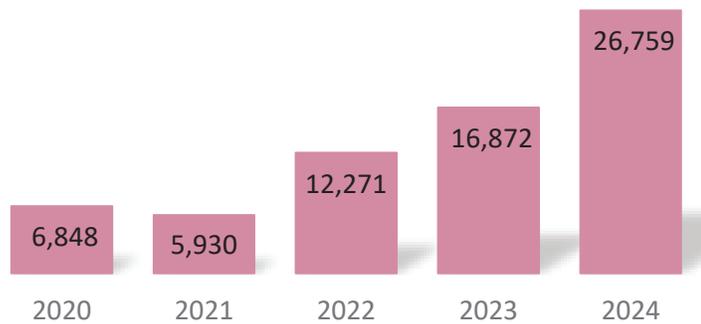
eMedia Circulation YTD



AV Circulation YTD

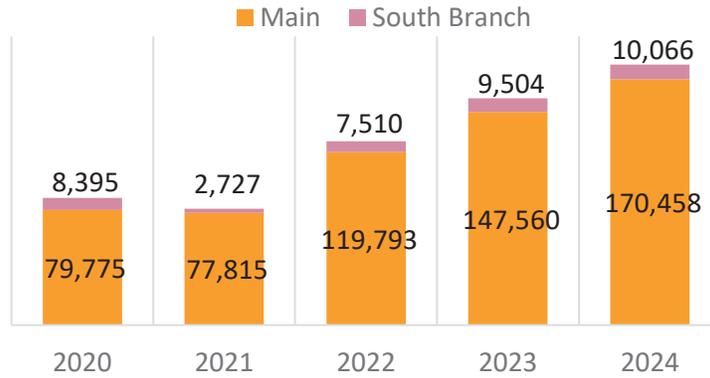


Other Circulation YTD

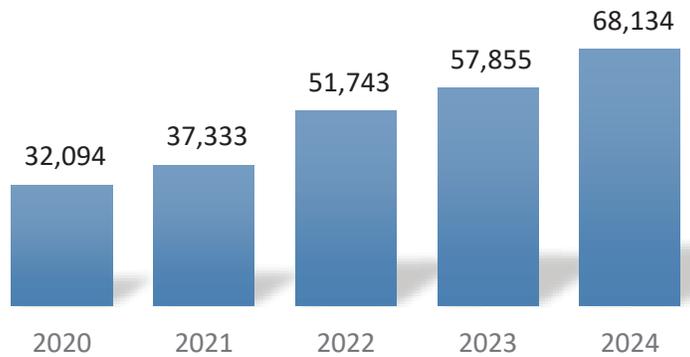


Mount Prospect Public Library
 Monthly Library Report for Board of Trustees

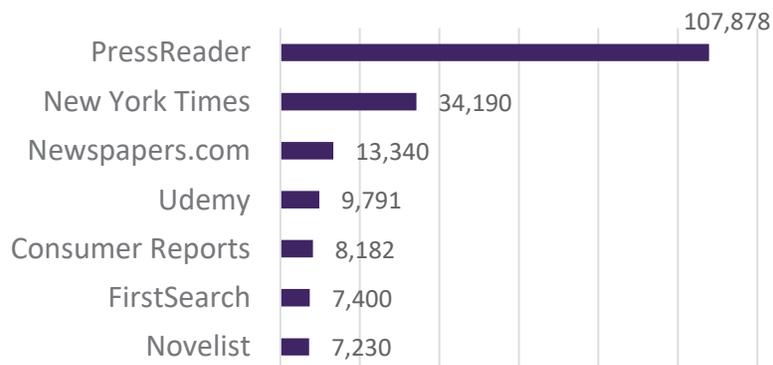
2024 Door Count - YTD



Questions Answered YTD

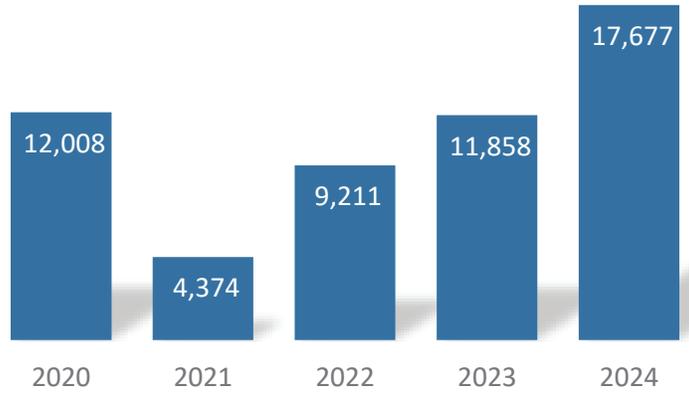


2024 YTD Top Databases

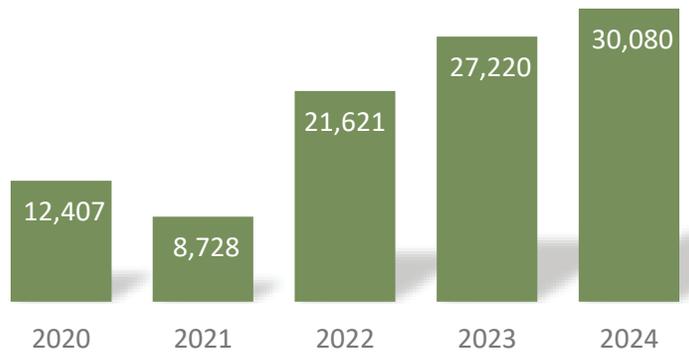


Mount Prospect Public Library
Monthly Library Report for Board of Trustees

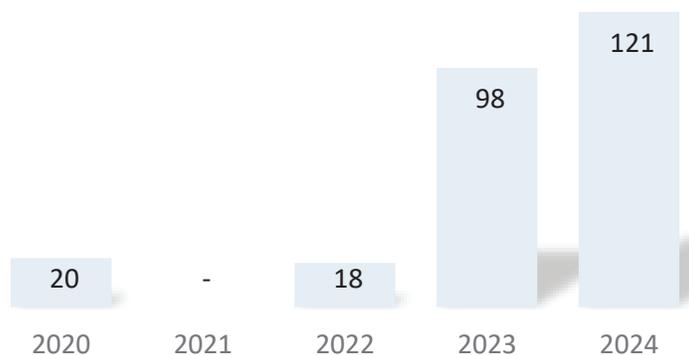
Public Computer Hours Usage YTD



Wireless Unique Users YTD

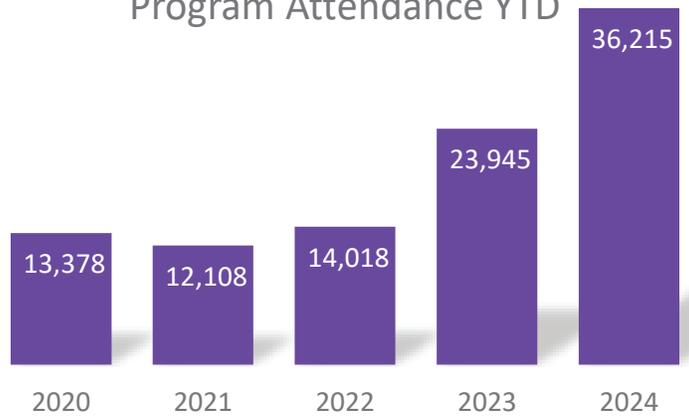


Meeting Room Usage by Public YTD

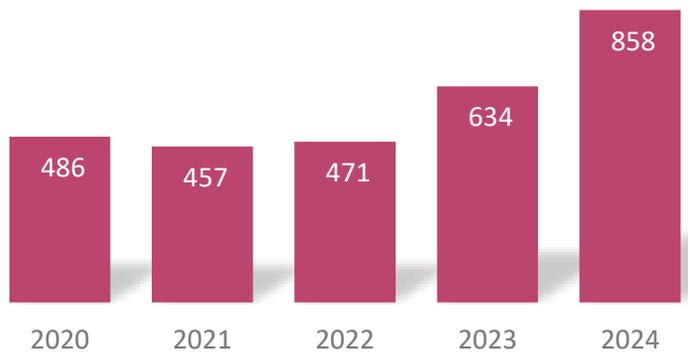


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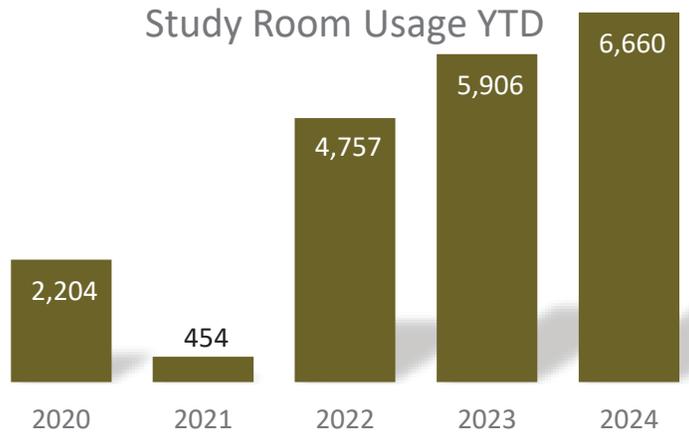
Program Attendance YTD



Number of Programs YTD



Study Room Usage YTD



CCS and Renovation Monthly Update

July 18, 2024

CCS Migration

CCS progress since last month:

1. CCS staff visited MPPL in late June for our IT consultation, where they shared information about installing the Polaris staff client and about configuring the wide variety of library hardware and software that will need to work with Polaris.
2. We had our Data Testing consultation with CCS on July 9, where we established our data testing procedures. We received lists of data testing tasks to complete and instructions for reporting any errors in the migrated data.
3. Polaris Staff Training has officially begun, with staff attending the first of many CCS-led training sessions on July 2.
4. Our training PowerPAC (the patron-facing Polaris catalog) has been configured according to our specifications and is being evaluated and tested by staff.

CCS plans for next month:

1. Training, training, training! MPPL staff will attend 13 CCS-led training sessions by the end of August. Staff will have off-desk time to practice and attend open labs and practice exercises and self-tests will be available.
 - a. Adding up the formal training hours for all staff, we have 2,668 hours of training planned. For context, if one full-time person took this training consecutively, it translates into about 1.4 years.
2. We will begin the Data Testing process later in July, checking all of our ILS data and reporting any problems for CCS and ILL staff to fix.
3. MPPL IT staff will work on configuration and will install the Polaris staff client on all workstations of staff who will need to use it.

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 24, 2024 – Staff Training, Data Testing, and Configuration
7. September 25, 2024 – Data Extract
8. September 26, 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. Completed initial painting.

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

3. Installed ceiling grid.
4. Installed ceiling tile.
5. Installed PA system components.
6. Completed above ceiling inspection.
7. Began converting light fixtures to LED and installing.

Renovation plans for next month:

1. Continue installing light fixtures.
2. Install vinyl flooring.
3. Install casework, slatwall, bookdrop facade, wood trim.
4. Install backsplash, trim MEP walls/millwork, install doors/hardware, install wall protection/shelves, install flooring, final coat of paint.
5. Final inspection tentatively scheduled for week of August 5.

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 19, staff move in week of August 26
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.
7. Webslide that points to the public webpage.
8. Toward the end of August we will begin promoting the switch to CCS more heavily, and provide the following information to patrons:
 - a. There will be limited catalog availability from September 26-30.
 - i. Catalog and My Account will be unavailable.
 - ii. Items may be checked out in person, but you must have your library card number with you or on your phone.

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

- iii. Holds cannot be placed.
 - iv. Materials may be returned, but nothing will be due during these days.
 - v. Items returned to the library will not be checked in until October 1.
 - vi. The new catalog goes live on October 1!
- b. Before September 26, you should:
- i. Stop by the library to update your contact information if anything has changed recently.
 - ii. Print or email your checkout history and any lists you have created from the current catalog. Lists and checkout history cannot be moved over when we migrate.