

MOUNT PROSPECT PUBLIC LIBRARY
REGULAR BOARD MEETING
APRIL 19, 2018
AGENDA
7 p.m. Youth Program Room B room 119b

1. Call to Order

Resolution of Appreciation: Cathy Cushing

2. Roll Call

3. Approval of Minutes of Regular Meeting of March 15, 2018;
Approval of Minutes of Committee of the Board Meeting of March 15, 2018;
Approval of Minutes of Committee of the Board Meeting of March 20, 2018;
Approval of Minutes of Committee of the Board Meeting of March 29, 2018

4. Citizens to be Heard on Matters Not Listed on the Agenda

5. Written Communiqués

6. Treasurer's Report

7. Approval March Bills
Staff Report: Frank Corry
Financial Quarterly Review: Frank Corry

8. Report of the Executive Director
Announcements

9. Committee Reports by Board Members

1. Library Committee Reports
 - a. Advocacy – S. Haas
 - b. Art – D. Draznin
 - c. Building – S. Haas
 - d. Finance – S. Fulk
 - e. Personnel – S. Fulk
 - f. 75th Anniversary – D. Draznin
 - g. Strategic Plan – S. Haas
 - h. Trustee – M. Duebner
2. Other

10. Unfinished Business

1. Youth Entry: action

11. New Business

1. Mural Youth: action
2. Lobby Project: action

12. Articles

13. Calendar items (PLEASE NOTE)
 1. Friends Book Sale – April 21 and 22
 2. Foundation Board Meeting – April 23 – Jane Everett
 3. Sunrise Connection Breakfast – April 27
 4. Cookies & More With the Board – April – Michael Duebner
 5. Committee of the Whole Meeting – May 3
 6. Regular Board Meeting – May 17 at 7 p.m.
 7. Staff In-service Day – Library Closed – May 18
 8. Foundation Board Meeting – May 21 – Brian Gilligan
 9. Library Closed for Memorial Day – May 28
 10. Cookies & More With the Board – May – open

14. Reports by Board Members (not included in Executive Director's report)
 1. Topic Suggestions For Future Meetings
 2. Board Member Reports

15. Adjournment

Resolution of Appreciation Cathy Cushing

WHEREAS, MPTV was founded in 1986 as the Village's government access channel and in 2001 expanded to include an educational access channel adding *Library Life* to its program lineup; and

WHEREAS, Cathy Cushing became the host and writer of *Library Life* in September 2001, and quickly became the editor and producer as well; and

WHEREAS, *Library Life*, a monthly half hour magazine designed by Cathy and brings entertaining, informational and educational events held by the Library to Mount Prospect viewers; and

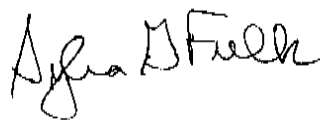
WHEREAS, the show has various segments including voice over excerpts from programs and events, interviews and book reviews by staff; and

WHEREAS, the show has received several Telly awards which honor the best local, regional and cable commercials, programs and segments as well as video and film productions in addition other awards; and

WHEREAS, Cathy has documented a wide range of activities and events since 2001 including the visit of an astronaut, the successful 2002 referendum, the construction and opening of the expanded and renovated library facility, the opening of a branch on the south side of the Village, visits by many authors, the tremendous growth of services and so much more; and

WHEREAS, April 2018 marks the 200th show and the Library Board would like to express pride for this award winning show that has brought awareness of Library services to Mount Prospect residents and has documented the Library's history for the last many years; and

THEREFORE, be it now resolved by the Board of Trustees, Mount Prospect Public Library at their Regular Meeting, April 19, 2018 that their sincere gratitude is given to Cathy Cushing for her dedication to the Library and residents of Mount Prospect.



Sylvia G. Fulk
Board President

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting April 19, 2018

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 7:05 p.m. by Sylvia Fulk, President.

2. Roll Call:

Present: Dale Draznin, Michael Duebner, Jane Everett, Sylvia Fulk, Brian Gilligan [arrived at 7:06 p.m.], Sylvia Haas

Absent: Terri Gens

Others Present: Marilyn Genter, Executive Director; Anthony Auston, Executive Deputy Director; Frank Corry, Deputy Director

Visitors: Cathy and Brian Cushing

[B. Gilligan arrived at 7:06 p.m.]

Resolution of Appreciation: Cathy Cushing

Sylvia Fulk read resolution. The five minute clip of the 200th episode recapping the show's 17 year history was viewed.

3. Approval of Minutes.

a. Minutes of the Regular Meeting of March 15, 2018;

b. Minutes of the Committee of the Board Meeting of March 15, 2018;

c. Minutes of the Committee of the Board Meeting of March 20, 2018;

d. Minutes of the Committee of the Board Meeting of March 29, 2018

Minutes read. Approved as distributed and submitted.

4. Citizens to be Heard on Matters Not Listed on the Agenda.

None

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting April 19, 2018

5. Written Communiques.

1. Thank you letter from Carinna Tello, Outreach Services Coordinator with the Community Education for Claire Bartlett's contribution of children's literature books.
2. Thank you from Sharon Dale for all the cards and notes sent to her mom, Lu Leschyk.
3. Thank you letter sent to Maria Fataliyev about her wonderful experience at the South Branch.
4. Correspondence from Mary Ellen Brady thanking us for copies of the Preview newsletter.
5. Thank you from Linda Gajda for the beautiful MPPL plaque commemorating her service at the Library.
6. Thank you from team "Trouble" for being among the winners of the Ready Player One Extravaganza program.

6. Treasurer's Report.

Treasurer's Report approved for March 2018 as presented and filed for audit.

7. Approval of March Bills.

MOTION: Motion was made by Michael Duebner and seconded to ratify for payment March bills in the amount of \$762,817.09.

Roll Call Vote

AYES: Draznin, Duebner, Everett, Fulk, NAYS: None
Gilligan, Haas

ABSTAIN: None ABSENT: Gens

MOTION CARRIED

Staff Report: Frank Corry

Summary of profiled budget to date versus actual was presented. Exactly where we should be at this time.

Financial Quarterly Review: Frank Corry

Same patterns we normally see. Note the pre-pay taxes showing in January collection.

8. Report of the Executive Director.

The Executive Director's report for the month of March 2018 was presented to the Board (copy to be made part of the minutes).

Announcements

Dale Draznin noted the partnership with Northwest Special Recreation Association (NWSRA) training for staff.

Brian Gilligan interested in trend analysis for circulation and collection on a quarterly basis. He asked if Tim could showcase BLUEcloud products.

9. Committee Reports by Board Members

1. Library Committee Reports

a. Advocacy – S. Haas

Low number of signups for Sunrise Connection. Sylvia Haas recommended Board cancel and committee discuss event at the next meeting. Consensus of Board is to cancel.

b. Art – D. Draznin

Will discuss later.

c. Building – S. Haas

Will discuss later.

d. Finance – S. Fulk

No report.

e. Personnel – S. Fulk

No report.

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting April 19, 2018

f. 75th Anniversary – D. Draznin

Speakers will be Gerould Kern and Dawn Fletcher Collins. Cathy Cushing will assist with taping residents saying why they love the Library.

g. Strategic Plan – S. Haas

No report.

h. Trustee – M. Duebner

No report.

2. Other

None

10. Unfinished Business.

1. Youth Entry

Building committee met and reviewed concept and plan. Recommended that Board approve proposal.

MOTION: Motion was made by Sylvia Haas and seconded to approve the addition of this work to the lobby project.

Roll Call Vote

AYES: Duebner, Everett, Fulk, Gilligan, Haas NAYS: Draznin

ABSTAIN: None ABSENT: Gens

MOTION CARRIED

11. New Business.

1. Mural Youth

Art committee reviewed proposal by Greg Gove for mural of Illinois animals and fauna for older children.

MOTION: Motion was made by Dale Draznin and seconded to fund Youth Entry canopy from the Irene Scanlon Memorial Fund.

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting April 19, 2018

Roll Call Vote

AYES: Draznin, Duebner, Everett, Fulk, Gilligan, Haas
NAYS: None

ABSTAIN: None
ABSENT: Gens

MOTION CARRIED

MOTION: Motion was made by Dale Draznin and seconded to approve mural and to fund it from the Irene Scanlon Memorial Fund for \$29,800 (mural and installation).

Roll Call Vote

AYES: Draznin, Duebner, Everett, Fulk, Gilligan, Haas
NAYS: None

ABSTAIN: None
ABSENT: Gens

MOTION CARRIED

2. Lobby Project

Board reviewed estimate costs for lobby and alternates provided by Shales McNutt Construction. Frank Corry reviewed Capital Improvement Budget. Sufficient funding is available. Board was comfortable with the information. Actual cost will be determined after bid process late May. Board will approve the project budget at that time.

12. Articles.

1. Jane Everett commented on the PLA Conference reports by staff.

13. Calendar items. (PLEASE NOTE)

1. Friends Book Sale – April 21 and 22
2. Foundation Board Meeting – April 23 – Jane Everett
3. Sunrise Connection Breakfast – April 27
4. Cookies & More With the Board – April – Michael Duebner
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6. Regular Board Meeting – May 17 at 7 p.m.

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting April 19, 2018

7. Staff In-service Day – Library Closed – May 18
8. Foundation Board Meeting – May 21 – Brian Gilligan
9. Library Closed for Memorial Day – May 28
10. Cookies & More With the Board – May – open

Board consensus is to not hold Joint Board dinner this year because of the 75th Anniversary celebration.

14. Reports by Board Members (information/news not already included in Executive Director's report).

1. Topic Suggestions For Future Meetings

None

2. Board Member Reports

Michael Duebner is hosting Cookies and More With the Board on April 24. He asked if we can provide water or lemonade as well as coffee.

15. Adjournment.

Regular meeting adjourned at 8:50 p.m.

(signature pending)

Michael Duebner, Secretary

Approved as submitted 05/17/18

**MOUNT PROSPECT PUBLIC LIBRARY
SUMMARY OF CASH DISBURSEMENTS
March 31, 2018**

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 591,197.79	
Management Expense (4210L - 4290L)	42,216.37	
Operating Expenses (4310L - 4390L)	20,598.36	
Building Expense (4410L - 4460L)	28,611.34	
Services and Resources (4610L - 4690L)	105,343.34	
Friends & Foundation reimbursable expenses (9530L and 9540L)	10,437.16	
VOMP reimbursable expenses (9560L)	391.15	
Grant Expenses (9570L)	-	
Total February 2018 Library General Fund Expenses		\$ 798,795.51

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation for income items	\$ 108.55	
Payments to Mt Prospect Historical Society	-	
Operating Expense Reimbursements received	4,629.30	
February 2018 Accrued Payroll & Benefits	184,940.78	
February 2018 Credit Card Payable	19,024.86	
February 2018 Accounts Payable	23,097.62	
March 2018 Accounts Receivable	22.90	
Disbursements for Foundation & Friends	5.20	
Disbursements for Gift Fund and Building Fund	122.80	231,952.01

Deductions for Library General Fund Cash Disbursements:

March 2018 Accrued Payroll & Benefits	\$ 238,397.58	
March 2018 Credit Card Payable	17,515.64	
March 2018 Accounts Payable	18,769.93	
February 2018 Accounts Receivable	43.30	
Expenses paid with Vendor rebates	-	
Miscellaneous	(1.70)	
Payment of Nayax invoices & merchant fees by income offset	112.57	
Payment of Credit Card Merchant fees by income offset	43.11	(274,880.43)
<i>Total Library General Fund cash disbursed</i>		\$ 755,867.09

CAPITAL PROJECTS RESERVE FUND

March 2018 Expenses	\$ 15,518.70	
Plus: February 2018 Accounts Payable	6,500.00	
Less: March 2018 Accounts Payable	(15,518.70)	6,500.00
<i>Total Capital Projects Reserve Fund cash disbursed</i>		

DEBT SERVICE FUND

March 2018 Expenses	\$ 15,129.17	
Plus: February 2018 Interest Payable	44,037.51	
Less: March 2018 Interest Payable	(58,716.68)	450.00
<i>Total Debt Service Fund cash disbursed</i>		

GIFT FUND

March 2018 Expenses	\$ 3,503.20	
Less: Payment of Credit Card Merchant fees by income offset	(3.20)	
Plus: February 2018 Accounts Payable	-	
Less: March 2018 Accounts Payable	(3,500.00)	-
<i>Total Gift Fund cash disbursed</i>		

TOTAL CASH DISBURSEMENTS, March 2018	\$ 762,817.09
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Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4110L	Salaries	3/1/18	02-02/28/2018	02/28/2018 payroll accrual	\$ (162,203.00)
4110L	Salaries	3/8/18	PAYROLL03/09/2018	PAYROLL - PAYCOM	207,130.20
4110L	Salaries	3/22/18	Payroll03/23/2018	PAYROLL - PAYCOM	207,592.36
4110L	Salaries	3/31/18	05-03/31/2018	03/31/2018 payroll accrual	207,056.00
4120L	IMRF	3/1/18	02-02/28/2018	02/28/2018 payroll accrual	(14,958.00)
4120L	IMRF	3/23/18	46791	VILLAGE OF MT. PROSPECT - IMRF	38,330.05
4120L	IMRF	3/31/18	05-03/31/2018	03/31/2018 payroll accrual	18,895.00
4130L	MC / FICA	3/1/18	02-02/28/2018	02/28/2018 payroll accrual	(11,693.00)
4130L	MC / FICA	3/8/18	PAYROLL03/09/2018	PAYROLL - PAYCOM	14,947.98
4130L	MC / FICA	3/22/18	Payroll03/23/2018	PAYROLL - PAYCOM	14,983.35
4130L	MC / FICA	3/31/18	05-03/31/2018	03/31/2018 payroll accrual	14,923.00
4140L	Insurance	3/12/18	3414	COBRA fee	(15.46)
4140L	Insurance	3/23/18	46800	VILLAGE OF MT. PROSPECT	54,630.05
4140L	Insurance	3/26/18	EFT1521816496434	GUARDIAN	(0.11)
4140L	Insurance	3/29/18	EFT964465	AFLAC	(0.02)
4140L	Insurance	3/31/18	03-03/31/2018	Unpaid premium adjustment	1,442.89
4140L	Insurance	3/23/18	46800	VILLAGE OF MT. PROSPECT	136.50
4220L	Legal Fees	3/19/18	635868	VEDDER PRICE P.C.	1,293.00
4230L	Printing	3/7/18	0555158	NPN360	5,307.62
4230L	Printing	3/1/18	180292	MOBILE PRINT INC.	74.69
4230L	Printing	3/6/18	180311	MOBILE PRINT INC.	518.95
4230L	Printing	3/9/18	180337	MOBILE PRINT INC.	465.60
4240L	Marketing	3/23/18	46794	CATHY CUSHING	2,696.00
4240L	Marketing	3/16/18	2018-00350002	VILLAGE OF MOUNT PROSPECT	17,200.00
4240L	Marketing	3/16/18	46772	MOUNT PROSPECT HISTORICAL SOCIETY	100.00
4240L	Marketing	3/21/18	176317	THE JOURNAL AND TOPICS	300.00
4240L	Marketing	3/1/18	802155	PRECISION SIGNS.COM INC.	197.00
4240L	Marketing	3/1/18	25053	SIGN TECH, INC.	30.00
4240L	Marketing	3/14/18	9123919	BLICK ART MATERIALS	142.16

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4240L	Marketing	3/16/18	25105	SIGN TECH, INC.	15.00
4240L	Marketing	3/29/18	42799	ECOMPLETE,LLC	177.31
4240L	Marketing	3/27/18	15333	GRAPHIC 14 INC.	249.49
4250L	Resources	3/30/18		MC/HEINEMANN PUBLISHING	25.00
4260L	Professional Dues	3/16/18	46765	AMERICAN LIBRARY ASSOCIATION	191.00
4280L	Human Resources	3/21/18		MC/ALA	250.00
4280L	Human Resources	3/21/18		MC/ALA	250.00
4280L	Human Resources	3/21/18		MC/ALA	100.00
4280L	Human Resources	3/21/18		MC/ALA	100.00
4280L	Human Resources	3/31/18	AUR1063118	CAREERBUILDER EMPLOYMENT SCREENING	210.00
4280L	Human Resources	3/15/18	17059016	COMPSYCH CORPORATION	2,826.00
4280L	Human Resources	3/8/18	PAYROLL03/09/2018	PAYROLL - PAYCOM	817.99
4280L	Human Resources	3/22/18	Payroll03/23/2018	PAYROLL - PAYCOM	843.48
4280L	Human Resources	3/15/18	2131756	EMPLOYEE BENEFITS CORPORATION	112.50
4280L	Human Resources	3/5/18		MC/ALA	39.00
4280L	Human Resources	3/5/18		MC/ALA	305.00
4280L	Human Resources	3/6/18		MC/AMERICAN AIRLINES	386.60
4280L	Human Resources	3/8/18	PAYROLL03/09/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	841.87
4280L	Human Resources	3/19/18		MC/SOUTHEASTERN PENNSYLVANIA TRANSIT	6.75
4280L	Human Resources	3/19/18		MC/LYFT RIDE	35.54
4280L	Human Resources	3/20/18		MC/TAXI CAB SERVICE	37.38
4280L	Human Resources	3/20/18		MC/UNITED	25.00
4280L	Human Resources	3/21/18		MC/LOEWS PHILADELPHIA HOTEL	28.04
4280L	Human Resources	3/21/18		MC/VINTAGE WINE BAR	62.68
4280L	Human Resources	3/21/18		MC/DUNKIN DONUTS	6.78
4280L	Human Resources	3/21/18		MC/MOLLY MALLOY'S RESTAURANT	10.80
4280L	Human Resources	3/21/18		MC/LOEWS PHILADELPHIA HOTEL	31.36
4280L	Human Resources	3/21/18		MC/DUNKIN DONUTS	5.17
4280L	Human Resources	3/21/18		MC/OLD CITY COFFEE	4.85
4280L	Human Resources	3/21/18		MC/AMERICAN AIRLINES	25.00
4280L	Human Resources	3/21/18		MC/DUNKIN DONUTS	7.47
4280L	Human Resources	3/21/18		MC/AMERICAN TAXI	34.80

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4280L	Human Resources	3/21/18		MC/AMERICAN AIRLINES	25.00
4280L	Human Resources	3/21/18		MC/CVS	7.73
4280L	Human Resources	3/22/18		MC/UNITED	(358.40)
4280L	Human Resources	3/22/18		MC/RANGOON BURMESE RESTAURANT	70.95
4280L	Human Resources	3/22/18		MC/AMERICAN AIRLINES	25.00
4280L	Human Resources	3/22/18		MC/TAXI CAB SERVICE	29.15
4280L	Human Resources	3/22/18		MC/TAXI CAB SERVICE	40.00
4280L	Human Resources	3/22/18		MC/RICHMOND AIRPORT	4.73
4280L	Human Resources	3/22/18		MC/MOLLY MALLOY'S RESTAURANT	4.32
4280L	Human Resources	3/22/18		MC/MOLLY MALLOY'S RESTAURANT	11.88
4280L	Human Resources	3/22/18		MC/YAMITSUKI RESTAURANT	15.46
4280L	Human Resources	3/23/18		MC/SQUARE	14.00
4280L	Human Resources	3/23/18		MC/LOEWS PHILADELPHIA HOTEL	29.04
4280L	Human Resources	3/23/18		MC/KABUKI AT PHILA INC	42.86
4280L	Human Resources	3/23/18		MC/ZIO PIZZA -	10.96
4280L	Human Resources	3/23/18		MC/FAMOUS 4TH STREET COOKIE	6.00
4280L	Human Resources	3/23/18		MC/MOLLY MALLOY'S RESTAURANT	12.80
4280L	Human Resources	3/23/18		MC/BEILERS DONUTS	1.15
4280L	Human Resources	3/23/18		MC/MILLER'S TWIST RESTAURANT	4.25
4280L	Human Resources	3/23/18		MC/UNITED	25.00
4280L	Human Resources	3/23/18		MC/ARAMARK	11.00
4280L	Human Resources	3/24/18		MC/AMERICAN AIRLINES	25.00
4280L	Human Resources	3/24/18		MC/LOLITA RESTAURANT	86.36
4280L	Human Resources	3/24/18		MC/MARRIOT	1,112.44
4280L	Human Resources	3/24/18		MC/SOUTHEASTERN PENNSYLVANIA TRANSIT	6.75
4280L	Human Resources	3/24/18		MC/SMOKES POUTINERIE RESTAURANT	11.87
4280L	Human Resources	3/24/18		MC/UNITED	25.00
4280L	Human Resources	3/24/18		MC/STARBUCKS	4.05
4280L	Human Resources	3/24/18		MC/TAXI CAB SERVICE	69.30
4280L	Human Resources	3/24/18		MC/MARRIOT	579.51
4280L	Human Resources	3/24/18		MC/CHICAGO CAB	81.25
4280L	Human Resources	3/24/18		MC/UNITED	25.00
4280L	Human Resources	3/24/18		MC/LOEWS PHILADELPHIA HOTEL	1,437.10
4280L	Human Resources	3/24/18		MC/LYFT RIDE	44.29
4280L	Human Resources	3/24/18		MC/PANERA BREAD	5.16

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Account ID	Account Description	Date	Reference	Transaction Description	Amount
4280L	Human Resources	3/24/18		MC/UNITED	25.00
4280L	Human Resources	3/24/18		MC/PANERA BREAD	6.20
4280L	Human Resources	3/24/18		MC/CHICKIES & PETES	26.22
4280L	Human Resources	3/24/18		MC/SHERATON	659.82
4280L	Human Resources	3/24/18		MC/SHERATON	21.36
4280L	Human Resources	3/24/18		MC/AMERICAN AIRLINES	25.00
4280L	Human Resources	3/24/18		MC/MILLER'S TWIST RESTAURANT	4.25
4280L	Human Resources	3/25/18		MC/MARRIOT	828.15
4280L	Human Resources	3/25/18		MC/MARRIOT	60.97
4280L	Human Resources	3/1/18		MC/MOUNT PROSPECT CHAMBER OF COMMERCE	40.00
4280L	Human Resources	3/5/18	17305	MT PROSPECT CHAMBER OF COMMERCE	40.00
4280L	Human Resources	3/8/18	46760	McHENRY COUNTY ILLINOIS	60.00
4280L	Human Resources	3/15/18	46764	NORTHWEST SPECIAL RECREATION	75.00
4280L	Human Resources	3/8/18	PAYROLL03/09/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	74.90
4280L	Human Resources	3/22/18	Payroll03/23/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	15.54
4290L	Other Operating	3/6/18	ONLINE03/06/2018	PROPAY	11.80
4290L	Other Operating	3/12/18	NAYAX03/12/2018	NAYAX LLC	12.56
4290L	Other Operating	3/13/18	ONLINE03/13/2018	PROPAY	4.08
4290L	Other Operating	3/19/18	NAYAX03/19/2018	NAYAX LLC	13.87
4290L	Other Operating	3/20/18	ONLINE03/20/2018	PROPAY	8.68
4290L	Other Operating	3/23/18	NAYAX03/23/2018	NAYAX LLC	12.81
4290L	Other Operating	3/27/18	ONLINE03/27/2018	PROPAY	9.12
4290L	Other Operating	3/30/18	NAYAX03/30/2018	NAYAX LLC	9.73
4290L	Other Operating	3/31/18	EFT04/02/2018	HEARTLAND	157.05
4290L	Other Operating	3/31/18	ONLINE04/03/2018	PROPAY	9.43
4290L	Other Operating	3/21/18		MC/PARTY CITY	7.70
4310L	Telecommunications	3/1/18	02-14-2018	DEX MEDIA	21.50
4290L	Other Operating	3/2/18		MC/TONYS FINER FOODS	3.96
4290L	Other Operating	3/3/18		MC/MARIANO'S	86.98
4290L	Other Operating	3/14/18	3-14-2018	DEX MEDIA	22.00
4290L	Other Operating	3/22/18	EMP03/22/2018	EMPLOYEE REIMBURSEMENTS	(65.00)
4290L	Other Operating	3/30/18	PettyCash03/30/2018	PETTY CASH	16.35
4310L	Telecommunications	3/13/18	847670548903-2018	AT&T	655.98

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4310L	Telecommunications	3/16/18	847R16313103-2018	AT&T	671.60
4310L	Telecommunications	3/12/18	T1823388	TECHNOLOGY MANAGEMENT REVOLVING FUND	269.76
4310L	Telecommunications	3/16/18	847Z99078803-2018	AT&T - 60%	358.16
4310L	Telecommunications	3/28/18	9804361900	VERIZON WIRELESS	400.76
4310L	Telecommunications	3/16/18	847Z99181903-2018	AT&T - 50%	152.37
4340L	Office Supplies	3/8/18	3825374-0	WAREHOUSE DIRECT	501.30
4340L	Office Supplies	3/5/18	3819601-0	WAREHOUSE DIRECT	188.35
4340L	Office Supplies	3/19/18	3836858-0	WAREHOUSE DIRECT	56.97
4340L	Office Supplies	3/20/18	3372365933	STAPLES BUSINESS ADVANTAGE	63.47
4340L	Office Supplies	3/21/18		MC/PARTY CITY	2.99
4340L	Office Supplies	3/14/18	3371829592	STAPLES BUSINESS ADVANTAGE	86.93
4340L	Office Supplies	3/14/18	3831425-0	WAREHOUSE DIRECT	101.23
4340L	Office Supplies	3/14/18	3831424-0	WAREHOUSE DIRECT	4.89
4340L	Office Supplies	3/14/18	3371829595	STAPLES BUSINESS ADVANTAGE	2.31
4340L	Office Supplies	3/14/18	3371829594	STAPLES BUSINESS ADVANTAGE	118.99
4340L	Office Supplies	3/15/18	3371928344	STAPLES BUSINESS ADVANTAGE	5.49
4340L	Office Supplies	3/1/18	113-2976278-5667456	MC/AMAZON	14.96
4340L	Office Supplies	3/8/18	3825374-0	WAREHOUSE DIRECT	293.07
4340L	Office Supplies	3/14/18	3831426-0	WAREHOUSE DIRECT	60.28
4340L	Office Supplies	3/21/18	111-1095064-2717852	MC/AMAZON	7.98
4340L	Office Supplies	3/31/18	112-8922811-9505030	MC/AMAZON	6.99
4350L	Libry Supplies	3/13/18	3818568-0	WAREHOUSE DIRECT	24.99
4350L	Libry Supplies	3/14/18	6332217	DEMCO	18.04
4350L	Libry Supplies	3/1/18	9057	ELM USA, INC.	298.50
4350L	Libry Supplies	3/1/18	458605	UNIQUE MANAGEMENT SERVICES, INC.	29.85
4350L	Libry Supplies	3/14/18	3371829595	STAPLES BUSINESS ADVANTAGE	49.14
4350L	Libry Supplies	3/30/18	PettyCash03/30/2018	PETTY CASH	15.98
4350L	Libry Supplies	3/30/18	10092	ELM USA, INC.	190.50
4350L	Libry Supplies	3/14/18	3831424-0	WAREHOUSE DIRECT	54.96
4350L	Libry Supplies	3/20/18	2657135	ZOLL MEDICAL CORPORATION	202.78
4350L	Libry Supplies	3/2/18		MC/TONYS FINER FOODS	12.16
4350L	Libry Supplies	3/21/18		MC/PARTY CITY	10.43
4350L	Libry Supplies	3/23/18	580090	ARAMARK	341.50

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4360L	Postage	3/2/18		PURCHASE POWER-PITNEY BOWES	500.00
4360L	Postage	3/1/18	EMP03/01/2018	EMPLOYEE REIMBURSEMENTS	(6.02)
4360L	Postage	3/1/18	01-03/31/2018	Reclass of 3/01/18 Tech Service UPS shipment	(13.03)
4360L	Postage	3/16/18	02-03/31/2018	Reclass of 3/16/18 Tech Service UPS shipment	(12.97)
4390L	IT Services	3/1/18	INV00294054	OPENDNS INC.	4,804.92
4390L	IT Services	3/5/18		MC/QUICKBASE	175.86
4390L	IT Services	3/19/18	1800000819	AVAST ANCILLARY SERVICES LLC	6,334.25
4390L	IT Services	3/5/18		MC/RISE VISION	(199.00)
4390L	IT Services	3/20/18	INV30490	KNOWBE4 INC	1,743.53
4390L	IT Services	3/20/18	187910	MC/WEATHERCALL	9.95
4390L	IT Services	3/20/18	187899	MC/WEATHERCALL	9.95
4390L	IT Services	3/19/18		MC/NINITE.COM	35.00
4390L	IT Services	3/28/18		MC/TECHSMITH CORP.	1,128.70
4390L	IT Services	3/1/18	32321	BACKSTAGE LIBRARY WORKS	693.06
4390L	IT Services	3/7/18		MC/AMAZON	99.00
4410L	Building Maintenance	3/16/18	5744	COMBINED ROOFING SERVICES LLC	1,638.00
4410L	Building Maintenance	3/7/18	36000131	PROSPECT ELECTRIC COMPANY	425.00
4410L	Building Maintenance	3/14/18	6161	ALINA CHILDERS	(425.00)
4410L	Building Maintenance	3/16/18	03-138R	AUTOMATIC DOORS, INC.	1,050.00
4410L	Building Maintenance	3/20/18	0551-013967610	REPUBLIC SERVICES #551	377.75
4410L	Building Maintenance	3/26/18	D1329414	SOUND INCORPORATED	1,439.00
4410L	Building Maintenance	3/29/18		MC/AMERICAN DOOR & DOCK	63.80
4410L	Building Maintenance	3/30/18	SRVCE039783	COMPLETE TEMPERATURE SYSTEMS	554.00
4410L	Building Maintenance	3/31/18	257286	A.N.S., INC.	789.00
4410L	Building Maintenance	3/6/18	9719258874	W. W. GRAINGER, INC.	(8.00)
4410L	Building Maintenance	3/8/18	41595	NERADT ACE HARDWARE	43.93
4410L	Building Maintenance	3/13/18	41613	NERADT ACE HARDWARE	28.95
4410L	Building Maintenance	3/15/18	41633	NERADT ACE HARDWARE	13.47
4410L	Building Maintenance	3/18/18	00029219	MOUNT PROSPECT PAINT, INC.	94.78
4410L	Building Maintenance	3/19/18	13143	MENARDS	3.19
4410L	Building Maintenance	3/21/18	9735103005	W. W. GRAINGER, INC.	290.02
4410L	Building Maintenance	3/26/18	V0290832	LIGHTING SUPPLY COMPANY	208.08

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4410L	Building Maintenance	3/28/18	41704	NERADT ACE HARDWARE	22.97
4410L	Building Maintenance	3/8/18	46759	MIDWEST IRRIGATION	714.00
4410L	Building Maintenance	3/29/18	912276684	THE DAVEY TREE EXPERT COMPANY	119.00
4410L	Building Maintenance	3/1/18	R153882	SOUND INCORPORATED	40.00
4410L	Building Maintenance	3/12/18	R154363	SOUND INCORPORATED	40.00
4410L	Building Maintenance	3/27/18	D1329488	SOUND INCORPORATED	1,259.00
4410L	Building Maintenance	3/19/18	41648	NERADT ACE HARDWARE	7.99
4420L	Equipment Maintenance	3/6/18		SHELL OIL COMPANY	(3.99)
4420L	Equipment Maintenance	3/9/18		SHELL OIL COMPANY	28.60
4420L	Equipment Maintenance	3/20/18	13887660	KRUEGER INTERNATIONAL , INC.	29.10
4420L	Equipment Maintenance	3/21/18	743369	NOVAK & PARKER, INC.	333.39
4420L	Equipment Maintenance	3/27/18	41695	NERADT ACE HARDWARE	10.45
4420L	Equipment Maintenance	3/30/18		SHELL OIL COMPANY	31.50
4420L	Equipment Maintenance	3/3/18	112-4107119-7442607	MC/AMAZON	37.99
4420L	Equipment Maintenance	3/5/18	JPJC849	CDW GOVERNMENT, INC.	1,469.36
4420L	Equipment Maintenance	3/19/18	NAYAX03/19/2018	NAYAX LLC	63.60
4420L	Equipment Maintenance	3/31/18	112-8922811-9505030	MC/AMAZON	17.40
4440L	Janitorial	3/1/18	022593777	CINTAS #22	73.23
4440L	Janitorial	3/1/18	25160	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	3/15/18	022599753	CINTAS #22	73.23
4440L	Janitorial	3/29/18	022605859	CINTAS #22	73.23
4440L	Janitorial	3/8/18	123061	SUPERIOR INDUSTRIAL SUPPLY	543.30
4440L	Janitorial	3/16/18	3834248-0	WAREHOUSE DIRECT	310.19
4440L	Janitorial	3/16/18	3834985-0	WAREHOUSE DIRECT	29.43
4440L	Janitorial	3/22/18	3841528-0	WAREHOUSE DIRECT	36.00
4440L	Janitorial	3/28/18	123876	SUPERIOR INDUSTRIAL SUPPLY	292.90
4440L	Janitorial	3/29/18	3848719-0	WAREHOUSE DIRECT	211.25
4450L	Equipment	3/7/18	10228477501	DELL MARKETING L.P.	8,214.64
4450L	Equipment	3/22/18	112-2884016-8605060	MC/AMAZON	79.99
4450L	Equipment	3/1/18	113-7625284-9087464	MC/AMAZON	7.75
4450L	Equipment	3/3/18	112-4107119-7442607	MC/AMAZON	61.72
4450L	Equipment	3/31/18	112-8922811-9505030	MC/AMAZON	29.40

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4450L	Equipment	3/19/18	113-2078843-0335431	MC/AMAZON	19.79
4450L	Equipment	3/19/18	113-0630490-8550663	MC/AMAZON	65.54
4460L	Utilities	3/6/18	2260959	CONSTELLATION NEWENERGY- GAS DIVISION	4,330.44
4460L	Utilities	3/15/18	03/15/2018	VILLAGE OF MT. PROSPECT	739.65
4610L	Adult Books	3/1/18	245277	OLLIS BOOK CORPORATION	447.45
4610L	Adult Books	3/1/18	0002120046	WEST GROUP	(6.50)
4610L	Adult Books	3/2/18	3022079389	BAKER AND TAYLOR	75.04
4610L	Adult Books	3/2/18	0003070677	BAKER AND TAYLOR	(40.19)
4610L	Adult Books	3/2/18	2033545386	BAKER AND TAYLOR	729.60
4610L	Adult Books	3/5/18	63328301	GALE	21.59
4610L	Adult Books	3/5/18	2033550290	BAKER AND TAYLOR	560.63
4610L	Adult Books	3/5/18	2033551902	BAKER AND TAYLOR	678.91
4610L	Adult Books	3/6/18	2033555219	BAKER AND TAYLOR	928.21
4610L	Adult Books	3/6/18		MC/PAYPAL	12.70
4610L	Adult Books	3/7/18	63341749	GALE	95.96
4610L	Adult Books	3/7/18	63341767	GALE	185.19
4610L	Adult Books	3/7/18	63342112	GALE	56.98
4610L	Adult Books	3/7/18	2033558012	BAKER AND TAYLOR	625.46
4610L	Adult Books	3/8/18	63351676	GALE	77.97
4610L	Adult Books	3/8/18	3022087946	BAKER AND TAYLOR	102.52
4610L	Adult Books	3/9/18	2033561111	BAKER AND TAYLOR	856.05
4610L	Adult Books	3/9/18	2033564185	BAKER AND TAYLOR	35.62
4610L	Adult Books	3/9/18	5014915330	BAKER AND TAYLOR	18.78
4610L	Adult Books	3/12/18	2033566931	BAKER AND TAYLOR	433.33
4610L	Adult Books	3/13/18	3022092014	BAKER AND TAYLOR	39.50
4610L	Adult Books	3/14/18	2033574921	BAKER AND TAYLOR	1,233.84
4610L	Adult Books	3/15/18	63384210	GALE	51.73
4610L	Adult Books	3/15/18	3022098942	BAKER AND TAYLOR	240.73
4610L	Adult Books	3/17/18	2033580775	BAKER AND TAYLOR	1,062.21
4610L	Adult Books	3/20/18	63405256	GALE	51.98
4610L	Adult Books	3/20/18	943583	GREY HOUSE PUBLISHING	251.94
4610L	Adult Books	3/20/18	2033586288	BAKER AND TAYLOR	827.78
4610L	Adult Books	3/20/18	3022103312	BAKER AND TAYLOR	67.13

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4610L	Adult Books	3/21/18	63413644	GALE	26.39
4610L	Adult Books	3/21/18	2033588837	BAKER AND TAYLOR	655.39
4610L	Adult Books	3/22/18	2033591878	BAKER AND TAYLOR	470.18
4610L	Adult Books	3/23/18	2033595123	BAKER AND TAYLOR	489.64
4610L	Adult Books	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	1,647.54
4610L	Adult Books	3/26/18	63432282	GALE	84.72
4610L	Adult Books	3/26/18	63432503	GALE	56.23
4610L	Adult Books	3/26/18	63432198	GALE	193.43
4610L	Adult Books	3/27/18	2033602807	BAKER AND TAYLOR	1,276.82
4610L	Adult Books	3/27/18	3022111412	BAKER AND TAYLOR	71.07
4610L	Adult Books	3/27/18	63441128	GALE	53.58
4610L	Adult Books	3/29/18	2033611823	BAKER AND TAYLOR	22.55
4610L	Adult Books	3/5/18	2033551185	BAKER AND TAYLOR	20.32
4610L	Adult Books	3/9/18	2033564136	BAKER AND TAYLOR	60.63
4610L	Adult Books	3/12/18	3022092827	BAKER AND TAYLOR	11.28
4610L	Adult Books	3/19/18	2033585470	BAKER AND TAYLOR	21.46
4610L	Adult Books	3/23/18	2033595126	BAKER AND TAYLOR	15.26
4610L	Adult Books	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	19.93
4620L	Adult AV	3/1/18	B82884510	BAKER & TAYLOR INC.	8.80
4620L	Adult AV	3/1/18	B82884511	BAKER & TAYLOR INC.	59.49
4620L	Adult AV	3/1/18	B82884512	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	3/1/18	B82884513	BAKER & TAYLOR INC.	40.41
4620L	Adult AV	3/1/18	B82884514	BAKER & TAYLOR INC.	139.59
4620L	Adult AV	3/1/18	B82884515	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	3/1/18	B82884516	BAKER & TAYLOR INC.	16.89
4620L	Adult AV	3/1/18	B82884517	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	3/1/18	B83126920	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	3/1/18	95856481	MIDWEST TAPE	41.98
4620L	Adult AV	3/2/18	B83225020	BAKER & TAYLOR INC.	69.69
4620L	Adult AV	3/5/18	95878710	MIDWEST TAPE	21.59
4620L	Adult AV	3/5/18	95878711	MIDWEST TAPE	119.96
4620L	Adult AV	3/5/18	B83460670	BAKER & TAYLOR INC.	10.18
4620L	Adult AV	3/5/18	B83460840	BAKER & TAYLOR INC.	23.44
4620L	Adult AV	3/5/18	95878713	MIDWEST TAPE	219.94

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4620L	Adult AV	3/5/18	95878726	MIDWEST TAPE	21.99
4620L	Adult AV	3/5/18	2033551902	BAKER AND TAYLOR	38.00
4620L	Adult AV	3/5/18	S06706754	THE GREAT COURSES	159.90
4620L	Adult AV	3/5/18	971828	BLACKSTONE AUDIO, INC.	12.95
4620L	Adult AV	3/6/18	1086936820	PENGUIN RANDOM HOUSE, LLC	63.75
4620L	Adult AV	3/8/18	B83542720	BAKER & TAYLOR INC.	19.35
4620L	Adult AV	3/8/18	B83542721	BAKER & TAYLOR INC.	114.61
4620L	Adult AV	3/8/18	B83542722	BAKER & TAYLOR INC.	61.81
4620L	Adult AV	3/8/18	B83542723	BAKER & TAYLOR INC.	33.05
4620L	Adult AV	3/8/18	B83542724	BAKER & TAYLOR INC.	24.98
4620L	Adult AV	3/8/18	B83542725	BAKER & TAYLOR INC.	12.47
4620L	Adult AV	3/8/18	B83542726	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	3/9/18	B83906260	BAKER & TAYLOR INC.	6.78
4620L	Adult AV	3/13/18	95906302	MIDWEST TAPE	459.88
4620L	Adult AV	3/13/18	95906304	MIDWEST TAPE	164.95
4620L	Adult AV	3/13/18	95906305	MIDWEST TAPE	59.97
4620L	Adult AV	3/13/18	B84243790	BAKER & TAYLOR INC.	16.48
4620L	Adult AV	3/13/18	1087064415	PENGUIN RANDOM HOUSE, LLC	41.25
4620L	Adult AV	3/14/18	B84364160	BAKER & TAYLOR INC.	54.68
4620L	Adult AV	3/15/18	B84211780	BAKER & TAYLOR INC.	9.88
4620L	Adult AV	3/15/18	B84211781	BAKER & TAYLOR INC.	73.46
4620L	Adult AV	3/15/18	B84211782	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	3/15/18	B84446070	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	3/15/18	B84446071	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	3/17/18	95921703	MIDWEST TAPE	74.98
4620L	Adult AV	3/20/18	B84960560	BAKER & TAYLOR INC.	35.23
4620L	Adult AV	3/20/18	B84965280	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	3/20/18	1087206964	PENGUIN RANDOM HOUSE, LLC	63.75
4620L	Adult AV	3/21/18	B85180010	BAKER & TAYLOR INC.	16.48
4620L	Adult AV	3/21/18	B85150800	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	3/22/18	B84925400	BAKER & TAYLOR INC.	88.17
4620L	Adult AV	3/22/18	B84925401	BAKER & TAYLOR INC.	132.26
4620L	Adult AV	3/22/18	B84925402	BAKER & TAYLOR INC.	12.84
4620L	Adult AV	3/23/18	B85404480	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	1,387.99

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4620L	Adult AV	3/26/18	95943117	MIDWEST TAPE	139.96
4620L	Adult AV	3/27/18	3022111412	BAKER AND TAYLOR	16.49
4620L	Adult AV	3/29/18	B85959920	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	3/29/18	B85959921	BAKER & TAYLOR INC.	69.75
4620L	Adult AV	3/29/18	B85959922	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	3/1/18	B82263850	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	3/5/18	B82884180	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	3/12/18	B83542340	BAKER & TAYLOR INC.	16.88
4620L	Adult AV	3/26/18	B84925070	BAKER & TAYLOR INC.	22.04
4630L	Youth Print	3/1/18	245264	OLLIS BOOK CORPORATION	188.55
4630L	Youth Print	3/1/18	245265	OLLIS BOOK CORPORATION	14.95
4630L	Youth Print	3/1/18	245266	OLLIS BOOK CORPORATION	12.99
4630L	Youth Print	3/1/18	245268	OLLIS BOOK CORPORATION	203.40
4630L	Youth Print	3/1/18	245269	OLLIS BOOK CORPORATION	22.60
4630L	Youth Print	3/1/18	245270	OLLIS BOOK CORPORATION	27.98
4630L	Youth Print	3/1/18	245271	OLLIS BOOK CORPORATION	37.90
4630L	Youth Print	3/1/18	245272	OLLIS BOOK CORPORATION	98.70
4630L	Youth Print	3/1/18	245274	OLLIS BOOK CORPORATION	50.85
4630L	Youth Print	3/1/18	245276	OLLIS BOOK CORPORATION	147.50
4630L	Youth Print	3/1/18	245278	OLLIS BOOK CORPORATION	165.60
4630L	Youth Print	3/1/18	245279	OLLIS BOOK CORPORATION	195.95
4630L	Youth Print	3/1/18	245280	OLLIS BOOK CORPORATION	105.70
4630L	Youth Print	3/1/18	245281	OLLIS BOOK CORPORATION	308.36
4630L	Youth Print	3/1/18	245282	OLLIS BOOK CORPORATION	53.85
4630L	Youth Print	3/1/18	245283	OLLIS BOOK CORPORATION	39.90
4630L	Youth Print	3/1/18	245284	OLLIS BOOK CORPORATION	39.90
4630L	Youth Print	3/1/18	245285	OLLIS BOOK CORPORATION	136.65
4630L	Youth Print	3/1/18	245286	OLLIS BOOK CORPORATION	37.90
4630L	Youth Print	3/1/18	245287	OLLIS BOOK CORPORATION	773.50
4630L	Youth Print	3/1/18	245288	OLLIS BOOK CORPORATION	126.15
4630L	Youth Print	3/1/18	245289	OLLIS BOOK CORPORATION	231.30
4630L	Youth Print	3/1/18	245290	OLLIS BOOK CORPORATION	20.95
4630L	Youth Print	3/1/18	245291	OLLIS BOOK CORPORATION	71.80
4630L	Youth Print	3/1/18	245292	OLLIS BOOK CORPORATION	325.40

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4630L	Youth Print	3/1/18	245293	OLLIS BOOK CORPORATION	263.40
4630L	Youth Print	3/1/18	245294	OLLIS BOOK CORPORATION	50.85
4630L	Youth Print	3/1/18	245295	OLLIS BOOK CORPORATION	134.65
4630L	Youth Print	3/1/18	245296	OLLIS BOOK CORPORATION	300.20
4630L	Youth Print	3/1/18	2033541868	BAKER AND TAYLOR	639.66
4630L	Youth Print	3/1/18	3022077584	BAKER AND TAYLOR	101.61
4630L	Youth Print	3/2/18	2033545425	BAKER AND TAYLOR	648.21
4630L	Youth Print	3/2/18	2018/1083231	D & Z HOUSE OF BOOKS	485.12
4630L	Youth Print	3/3/18	2033548097	BAKER AND TAYLOR	421.08
4630L	Youth Print	3/5/18	3022081528	BAKER AND TAYLOR	92.50
4630L	Youth Print	3/6/18	2033555302	BAKER AND TAYLOR	321.17
4630L	Youth Print	3/8/18	2033558116	BAKER AND TAYLOR	355.73
4630L	Youth Print	3/9/18	2033561077	BAKER AND TAYLOR	208.81
4630L	Youth Print	3/9/18	2033564163	BAKER AND TAYLOR	92.00
4630L	Youth Print	3/9/18	3022087952	BAKER AND TAYLOR	7.49
4630L	Youth Print	3/13/18	3022092013	BAKER AND TAYLOR	30.11
4630L	Youth Print	3/13/18	2033571699	BAKER AND TAYLOR	342.55
4630L	Youth Print	3/14/18	2033574923	BAKER AND TAYLOR	343.49
4630L	Youth Print	3/17/18	2033580634	BAKER AND TAYLOR	409.74
4630L	Youth Print	3/20/18	2033585837	BAKER AND TAYLOR	476.05
4630L	Youth Print	3/20/18	3022102824	BAKER AND TAYLOR	133.27
4630L	Youth Print	3/22/18	2033591877	BAKER AND TAYLOR	312.38
4630L	Youth Print	3/23/18	2033594465	BAKER AND TAYLOR	428.66
4630L	Youth Print	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	842.55
4630L	Youth Print	3/26/18	2033597709	BAKER AND TAYLOR	479.14
4630L	Youth Print	3/27/18	3022114412	BAKER AND TAYLOR	110.73
4630L	Youth Print	3/29/18	3022120470	BAKER AND TAYLOR	84.58
4630L	Youth Print	3/30/18	2033611854	BAKER AND TAYLOR	482.92
4630L	Youth Print	3/30/18	2033614702	BAKER AND TAYLOR	801.75
4630L	Youth Print	3/5/18	2033551185	BAKER AND TAYLOR	39.66
4630L	Youth Print	3/8/18	2033561083	BAKER AND TAYLOR	66.22
4630L	Youth Print	3/14/18	2033574858	BAKER AND TAYLOR	206.35
4630L	Youth Print	3/14/18	3022098205	BAKER AND TAYLOR	70.14
4630L	Youth Print	3/19/18	2033585470	BAKER AND TAYLOR	9.49
4630L	Youth Print	3/23/18	2033595126	BAKER AND TAYLOR	20.22

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4630L	Youth Print	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	69.11
4630L	Youth Print	3/26/18	2033602654	BAKER AND TAYLOR	60.21
4630L	Youth Print	3/29/18	2033611823	BAKER AND TAYLOR	16.92
4640L	Youth AV	3/1/18	2033541868	BAKER AND TAYLOR	21.93
4640L	Youth AV	3/1/18	95815628	MIDWEST TAPE	87.97
4640L	Youth AV	3/5/18	95876609	MIDWEST TAPE	24.99
4640L	Youth AV	3/5/18	95878721	MIDWEST TAPE	11.99
4640L	Youth AV	3/5/18	95878722	MIDWEST TAPE	15.99
4640L	Youth AV	3/5/18	95878723	MIDWEST TAPE	6.99
4640L	Youth AV	3/5/18	95878724	MIDWEST TAPE	51.58
4640L	Youth AV	3/5/18	95878725	MIDWEST TAPE	37.99
4640L	Youth AV	3/5/18	B82884520	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	3/12/18	B83542730	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	3/12/18	B83542731	BAKER & TAYLOR INC.	71.26
4640L	Youth AV	3/12/18	B83542732	BAKER & TAYLOR INC.	27.92
4640L	Youth AV	3/13/18	95907483	MIDWEST TAPE	22.99
4640L	Youth AV	3/13/18	95907484	MIDWEST TAPE	17.99
4640L	Youth AV	3/13/18	95907485	MIDWEST TAPE	39.19
4640L	Youth AV	3/13/18	95907486	MIDWEST TAPE	483.85
4640L	Youth AV	3/14/18	247802	FINDAWAY WORLD, LLC	206.96
4640L	Youth AV	3/15/18	B84470160	BAKER & TAYLOR INC.	11.02
4640L	Youth AV	3/15/18	B84478190	BAKER & TAYLOR INC.	53.57
4640L	Youth AV	3/17/18	95921685	MIDWEST TAPE	31.99
4640L	Youth AV	3/17/18	95921686	MIDWEST TAPE	47.97
4640L	Youth AV	3/17/18	95921687	MIDWEST TAPE	20.69
4640L	Youth AV	3/17/18	95921689	MIDWEST TAPE	138.97
4640L	Youth AV	3/17/18	95921690	MIDWEST TAPE	359.93
4640L	Youth AV	3/19/18	B84211790	BAKER & TAYLOR INC.	10.97
4640L	Youth AV	3/20/18	Q19265490	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	272.24
4640L	Youth AV	3/26/18	95943276	MIDWEST TAPE	11.69
4640L	Youth AV	3/26/18	95943278	MIDWEST TAPE	11.19
4640L	Youth AV	3/26/18	95943277	MIDWEST TAPE	88.98
4640L	Youth AV	3/26/18	B84925410	BAKER & TAYLOR INC.	14.68

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4640L	Youth AV	3/26/18	B84925411	BAKER & TAYLOR INC.	11.00
4640L	Youth AV	3/31/18	95961661	MIDWEST TAPE	427.91
4640L	Youth AV	3/31/18	95961662	MIDWEST TAPE	39.99
4640L	Youth AV	3/31/18	95961663	MIDWEST TAPE	19.99
4640L	Youth AV	3/31/18	95961664	MIDWEST TAPE	87.98
4640L	Youth AV	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	91.32
4650L	Subscriptions	3/1/18	18AUDIO	AUDIO FILE	19.95
4650L	Subscriptions	3/1/18	18MS	MS.	22.95
4650L	Subscriptions	3/1/18	18NYRB	NEW YORK REVIEW OF BOOKS	79.95
4650L	Subscriptions	3/1/18	18NYTLT	THE NEW YORK TIMES	103.70
4650L	Subscriptions	3/1/18	18GERMAN	GERMAN LIFE	38.95
4650L	Subscriptions	3/1/18	18MPJ1	THE JOURNAL AND TOPICS	56.00
4650L	Subscriptions	3/1/18	18MPJ2	THE JOURNAL AND TOPICS	56.00
4650L	Subscriptions	3/1/18	18BIRDS	BIRDS & BLOOMS	10.00
4650L	Subscriptions	3/1/18	18COUNTRY	COUNTRY	19.98
4650L	Subscriptions	3/1/18	18INSTYLE	INSTYLE MAGAZINE	15.00
4650L	Subscriptions	3/8/18	4688252	EBSCO RECEPTION ROOM SERVICE	52.93
4650L	Subscriptions	3/8/18	4689147	EBSCO RECEPTION ROOM SERVICE	47.92
4650L	Subscriptions	3/10/18	4690385	EBSCO RECEPTION ROOM SERVICE	83.50
4650L	Subscriptions	3/14/18		MC/WALLY'S MARKET	23.35
4650L	Subscriptions	3/16/18	18WRITDIG	WRITER'S DIGEST	19.96
4650L	Subscriptions	3/16/18	18BD0318	MC/BEST DEAL MAGAZINES	116.78
4650L	Subscriptions	3/16/18	18JUSTINE	MC/JUSTINE	19.95
4650L	Subscriptions	3/16/18	18STAMP	MC/STAMPINGTON & COMPANY	32.99
4650L	Subscriptions	3/16/18	18WASH	MC/WASHINGTON MONTHLY	29.95
4650L	Subscriptions	3/20/18	VOID WEB37683	POPULAR SUBSCRIPTION SERVICE	(25.00)
4650L	Subscriptions	3/20/18	INV #18FOOD	MC/FOOD & WINE MAGAZINE	30.00
4650L	Subscriptions	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	34.95
4650L	Subscriptions	3/28/18	18MAC	MAC LIFE MAGAZINE	24.95
4650L	Subscriptions	3/8/18	4688252	EBSCO RECEPTION ROOM SERVICE	85.98
4650L	Subscriptions	3/22/18	Payroll03/23/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	3.95
4650L	Subscriptions	3/28/18	18USWSTH	US WEEKLY MAGAZINE	39.96
4660L	Electronic Resources	3/1/18	837798074	WEST PAYMENT CENTER	1,820.00

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4660L	Electronic Resources	3/1/18	63312348	GALE	10,411.82
4660L	Electronic Resources	3/1/18	H32904-00	MANUFACTURERS NEWS INC.	1,330.00
4660L	Electronic Resources	3/1/18	1000073580-1	EBSCO SUBSCRIPTION SERVICE	18,829.50
4660L	Electronic Resources	3/12/18	R027721	ELSEVIER	1,249.00
4660L	Electronic Resources	3/28/18	63449410	GALE	1,441.00
4660L	Electronic Resources	3/29/18	63453042	GALE	5,494.86
4660L	Electronic Resources	3/1/18	1000073580-1	EBSCO SUBSCRIPTION SERVICE	448.00
4660L	Electronic Resources	3/28/18	63449410	GALE	544.00
4661L	Digital Media	3/1/18	63045348	GALE	10,181.64
4661L	Digital Media	3/1/18	63277365	GALE	250.80
4661L	Digital Media	3/1/18	63302335	GALE	250.80
4661L	Digital Media	3/1/18	01018CO18033500	OVERDRIVE, INC.	94.99
4661L	Digital Media	3/1/18	01018CO18033501	OVERDRIVE, INC.	47.99
4661L	Digital Media	3/1/18	01018CO18033502	OVERDRIVE, INC.	38.96
4661L	Digital Media	3/1/18	01018CO18033503	OVERDRIVE, INC.	40.00
4661L	Digital Media	3/1/18	01018CO18033509	OVERDRIVE, INC.	668.50
4661L	Digital Media	3/6/18	01018CO18041635	OVERDRIVE, INC.	514.57
4661L	Digital Media	3/6/18	01018CO18041636	OVERDRIVE, INC.	592.47
4661L	Digital Media	3/1/18	12/09/2016	MIDWEST TAPE	(89.60)
4661L	Digital Media	3/1/18	95871073	MIDWEST TAPE	1,644.21
4661L	Digital Media	3/31/18	95966033	MIDWEST TAPE	1,974.51
4661L	Digital Media	3/1/18	01018CO18013377	OVERDRIVE, INC.	490.34
4661L	Digital Media	3/1/18	01018CO18013383	OVERDRIVE, INC.	2,552.67
4661L	Digital Media	3/1/18	01018CO18013374	OVERDRIVE, INC.	187.13
4661L	Digital Media	3/6/18	01018CO18041640	OVERDRIVE, INC.	1,017.37
4661L	Digital Media	3/6/18	01018CO18041641	OVERDRIVE, INC.	1,703.71
4662L	E-Learning	3/28/18	1573	NICHE ACADEMY	2,040.00
4680L	Processing	3/13/18	1346960	KENT ADHESIVE PRODUCTS CO.	97.96
4680L	Processing	3/22/18	C1347716	KENT ADHESIVE PRODUCTS CO.	(6.27)
4680L	Processing	3/1/18	01-03/31/2018	Reclass of 3/01/18 Tech Service UPS shipment	13.03
4680L	Processing	3/8/18		MC/STAMPXpress.com	33.98
4680L	Processing	3/14/18	6332217	DEMCO	299.15

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4680L	Processing	3/14/18	3371829593	STAPLES BUSINESS ADVANTAGE	85.33
4680L	Processing	3/16/18	02-03/31/2018	Reclass of 3/16/18 Tech Service UPS shipment	12.97
4690L	Programs	3/6/18	17308	MT PROSPECT CHAMBER OF COMMERCE	150.00
4690L	Programs	3/8/18	46756	TINA BEAIRD	150.00
4690L	Programs	3/21/18	46780	JULIE KITTREDGE	150.00
4690L	Programs	3/2/18	688730187-01	FUN EXPRESS	154.32
4690L	Programs	3/8/18	PAYROLL03/09/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	131.14
4690L	Programs	3/12/18	112-5964824-7801846	MC/AMAZON	29.84
4690L	Programs	3/14/18	112-5964824-7801846r	MC/AMAZON	(9.99)
4690L	Programs	3/14/18	9123919	BLICK ART MATERIALS	20.20
4690L	Programs	3/22/18	Payroll03/23/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	42.87
4690L	Programs	3/23/18	46788	CRAIG SJGERMAN	400.00
4690L	Programs	3/23/18	46798	PAUL SEILS	210.00
4690L	Programs	3/23/18	46784	MELISSA MAYBERRY	90.00
4690L	Programs	3/23/18	46785	JOHN MOSMAN	90.00
4690L	Programs	3/1/18	112-3346480-1084220	MC/AMAZON	49.87
4690L	Programs	3/14/18		MC/MARIANO'S	10.99
4690L	Programs	3/22/18	Payroll03/23/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	37.32
4690L	Programs	3/30/18		MC/MEIJER	13.98
4690L	Programs	3/13/18	112-4244845-9516205	MC/AMAZON	30.00
4690L	Programs	3/26/18	111-0761602-0559430	MC/AMAZON	31.88
4690L	Programs	3/27/18		MC/GOODWILL	14.96
4690L	Programs	3/27/18		MC/WALMART	5.13
4690L	Programs	3/22/18		MC/WALMART	6.96
4690L	Programs	3/26/18		MC/WALMART	44.14
4690L	Programs	3/8/18	PAYROLL03/09/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	59.79
4690L	Programs	3/8/18	111-6386393-9937822	MC/AMAZON	35.27
4690L	Programs	3/14/18		MC/Jewel	10.96
4690L	Programs	3/20/18		MC/CHO DANG TOFU -	20.00
4690L	Programs	3/20/18		MC/ORIENTAL TRADING	17.99
4690L	Programs	3/21/18	113-1820133-7230620	MC/AMAZON	52.84
4690L	Programs	3/22/18	Payroll03/23/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	34.34
4690L	Programs	3/22/18		MC/ORIENTAL TRADING	85.83
					\$ 787,967.20

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
9530L	Foundation Sponsored Expense	3/11/18	5181	PEERLESS MARKETING IMPRESSIONS	527.15
9530L	Foundation Sponsored Expense	3/11/18	5182	PEERLESS MARKETING IMPRESSIONS	449.45
9530L	Foundation Sponsored Expense	3/6/18	46754	IRISH AMERICAN HERITAGE CENTER	500.00
9530L	Foundation Sponsored Expense	3/16/18		MC/CIRCUIT SCRIBE STORE	93.91
9530L	Foundation Sponsored Expense	3/16/18	112-4715424-8248207	MC/AMAZON	41.94
9530L	Foundation Sponsored Expense	3/20/18	112-0117847-3445042	MC/AMAZON	67.96
9530L	Foundation Sponsored Expense	3/22/18	112-04878685-1348209	MC/AMAZON	4,496.91
9530L	Foundation Sponsored Expense	3/8/18	46758	CHICAGO FEDERATION OF MUSICIANS	154.30
9530L	Foundation Sponsored Expense	3/16/18	46777	OLD TOWN SCHOOL OF FOLK MUSIC	175.00
9530L	Foundation Sponsored Expense	3/1/18		MC/WALMART	12.80
9530L	Foundation Sponsored Expense	3/22/18	Payroll03/23/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	22.00
9540L	Friends Sponsored Expense	3/21/18		MC/PARTY CITY	50.92
9540L	Friends Sponsored Expense	3/5/18	2033551902	BAKER AND TAYLOR	273.40
9540L	Friends Sponsored Expense	3/6/18	2033555219	BAKER AND TAYLOR	145.80
9540L	Friends Sponsored Expense	3/7/18	2033558012	BAKER AND TAYLOR	29.16
9540L	Friends Sponsored Expense	3/21/18	2033588837	BAKER AND TAYLOR	151.35
9540L	Friends Sponsored Expense	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	370.38
9540L	Friends Sponsored Expense	3/2/18	2033545425	BAKER AND TAYLOR	44.58
9540L	Friends Sponsored Expense	3/3/18	2033548097	BAKER AND TAYLOR	9.60
9540L	Friends Sponsored Expense	3/6/18	2033555302	BAKER AND TAYLOR	45.00
9540L	Friends Sponsored Expense	3/8/18	2033558116	BAKER AND TAYLOR	237.36
9540L	Friends Sponsored Expense	3/9/18	2033561077	BAKER AND TAYLOR	23.76
9540L	Friends Sponsored Expense	3/9/18	2033564163	BAKER AND TAYLOR	462.36
9540L	Friends Sponsored Expense	3/9/18	3022087952	BAKER AND TAYLOR	229.80
9540L	Friends Sponsored Expense	3/13/18	3022092013	BAKER AND TAYLOR	244.77
9540L	Friends Sponsored Expense	3/14/18	2033574923	BAKER AND TAYLOR	30.83
9540L	Friends Sponsored Expense	3/17/18	2033580634	BAKER AND TAYLOR	13.76
9540L	Friends Sponsored Expense	3/20/18	2033585837	BAKER AND TAYLOR	100.87
9540L	Friends Sponsored Expense	3/22/18	2033591877	BAKER AND TAYLOR	53.96
9540L	Friends Sponsored Expense	3/26/18	EFT1550573647	SYNCHRONY/AMAZON	48.08
9540L	Friends Sponsored Expense	3/22/18	Payroll03/23/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	74.11
9540L	Friends Sponsored Expense	3/30/18	PettyCash03/30/2018	PETTY CASH	56.64
9540L	Friends Sponsored Expense	3/30/18	PettyCash03/30/2018	PETTY CASH	50.20

Mount Prospect Public Library
Library Fund Expenses by G/L Account #
For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
9540L	Friends Sponsored Expense	3/8/18	PAYROLL03/09/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	19.42
9540L	Friends Sponsored Expense	3/30/18	PettyCash03/30/2018	PETTY CASH	22.78
9540L	Friends Sponsored Expense	3/1/18		MC/DOLLAR STORE	120.00
9540L	Friends Sponsored Expense	3/3/18		MC/PARTY CITY	18.98
9540L	Friends Sponsored Expense	3/16/18		MC/SHINDIGZ	32.99
9540L	Friends Sponsored Expense	3/16/18		MC/AMAZON	(24.60)
9540L	Friends Sponsored Expense	3/20/18		MC/SHINDIGZ	51.99
9540L	Friends Sponsored Expense	3/31/18		MC/WEDDING FAVORS UNLIMITED	6.66
9540L	Friends Sponsored Expense	3/31/18		MC/WEDDING FAVORS UNLIMITED	6.93
9540L	Friends Sponsored Expense	3/31/18		MC/SHINDIGZ	134.96
9540L	Friends Sponsored Expense	3/20/18	46779	RAINBOW ANIMAL ASSISTED THERAPY	100.00
9540L	Friends Sponsored Expense	3/7/18	112-9547623-8457851	MC/AMAZON	6.19
9540L	Friends Sponsored Expense	3/12/18	112-3962691-2447457	MC/AMAZON	178.71
9540L	Friends Sponsored Expense	3/13/18		MC/DUNKIN DONUTS	160.00
9540L	Friends Sponsored Expense	3/22/18		MC/MARSHALL'S	4.97
9540L	Friends Sponsored Expense	3/22/18	112-8099878-36088257	MC/AMAZON	24.99
9540L	Friends Sponsored Expense	3/28/18		MC/TORTORICE'S	45.45
9540L	Friends Sponsored Expense	3/1/18		MC/WALMART	4.32
9540L	Friends Sponsored Expense	3/1/18		MC/TORTORICE'S	47.85
9540L	Friends Sponsored Expense	3/1/18		MC/STARBUCKS	8.00
9540L	Friends Sponsored Expense	3/1/18		MC/STARBUCKS	12.75
9540L	Friends Sponsored Expense	3/27/18		MC/WALMART	29.45
9540L	Friends Sponsored Expense	3/8/18	PAYROLL03/09/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	24.26
9540L	Friends Sponsored Expense	3/20/18		MC/CHO DANG TOFU	20.00
9540L	Friends Sponsored Expense	3/1/18	69063	INTERIOR TROPICAL GARDENS	92.00
9560L	Village Shared Expense	3/16/18	847Z99078803-2018	AT&T - 40%	238.77
9560L	Village Shared Expense	3/16/18	847Z99181903-2018	AT&T - 50%	152.38
Total Library Fund Expenses for March, 2018					<u><u>\$ 798,795.51</u></u>

Mount Prospect Public Library
 Capital Project Expenses by G/L Acct #
 For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
7750B-011	Bldg Fd: Reconfiguration	3/16/18	299096	BHFX LLC	\$ 103.60
7750B-014	Bldg Fd: Furnishng Strtgc Plan	3/1/18	00018-2018	MEYER SCHERER & ROCKCASTLE - Phase IV	7,778.25
7750B-014	Bldg Fd: Furnishng Strtgc Plan	3/1/18	00017-2018	MEYER SCHERER & ROCKCASTLE - Phase V	7,610.85
7750B-014	Bldg Fd: Furnishng Strtgc Plan	3/28/18		MC/WOLF POINT SELF PARK - Merchandise Mart	26.00
Total Capital Project Reserve Expenses for March, 2018					<u>\$ 15,518.70</u>

Debt Service Fund
 Debt Service Fund Expenses by G/L Acct
 For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
3701D	Interest Expense	3/31/18	1-03/31/2018	To record 3/2018 Interest Expense accrual (\$176,150 x 1/12).	\$ 14,679.17
3710D	Bond Administration Fee	3/16/18	2018-00320002	VILLAGE OF MT. PROSPECT	450.00
Total Debt Service Fund Expenses for March, 2018					\$ 15,129.17

Mount Prospect Public Library
Gift Fund Expenses by G/L Account #
 For the Period From Mar 1, 2018 to Mar 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
8725G	Gift Fund: Electronic Resource	3/28/18	63449326	GALE - National Geographic Digital Archive (Friedrichs Fund)	\$ 3,500.00
8740G	Gift Fund: Operating Expenses	3/1/18	GIFT03/01/2017	DONATIONS - paypal processing fee	3.20
Total Gift Fund Expenses for March, 2018					<u>\$ 3,503.20</u>

EXECUTIVE DIRECTOR'S MARCH 2018 MONTHLY REPORT

HIGHLIGHTS

After the Art Exhibit ended at the Main Library, artwork from District 59 schools was sent to the South Branch where about 100 people visited in a week's time. Many people were seen using the photo booth at the event, but unfortunately no pictures were posted to social media with our hashtag (#mppl75). The time lapse video of the Sticker Mosaics was posted online in various places, while the physical completed artwork was displayed on the wall by the Youth AV section.

At the request of our District 57 teachers and librarians, we held two presentations for their Professional Development Day where we talked about approximately 100 books that were featured in our Best Books of 2017 presentation in November. Since the original program coincided with their conferences, they asked if we would come back again this year to present for them. Erin Emerick, Youth Programming Coordinator, and Amy Slagter, Youth Programming/Outreach Assistant, presented to 26 3rd-5th grade teachers and then 21 PreK-2nd grade teachers. The event was well received and we gave away prizes of numerous new books, a flannel made by Phyllis Cigrang, Youth Administrative Assistant, along with MPPL pens and Elementary School Services paperwork. Close to 100 library copies of these books were brought to the event and were on display for teachers to browse after the presentation.

The new display area on the second floor is a collaborative effort between Fiction/AV/Teen and Research Services. Women's History Month was chosen as a featured display. Part of the circle was devoted to Historical Fiction about Real Women, and the topic was cross-promoted on the Web site. A notable decision made for this display was the wide inclusion of different ethnicities, races, and perspectives, effectively avoiding the frequent practice of allowing stories of British royalty to overshadow more diverse representation. Later in the month, the center display transitioned to feature materials tied into three timely events. To partner with the Ready Player One events, one part showcased materials connected to different appeals of the book by Ernest Cline: virtual reality, gaming in fiction, and 80s nostalgia. In honor of Transgender Day of Visibility, a curated representation of both fiction and nonfiction that touches respectfully on issues of identity was offered. For the final piece, the untimely passing of author Anita Shreve proved opportunity to set up our traditional In Memoriam display in a more prominent location.

Six staff attended the Public Library Association biennial Conference. Reports are included in the board packet.

Pat on the Back Winner: Carol Capra, Youth Services

Employee of the Moment: Steve Browne, Research Services; Brian Conway, Technical Services; Denise Truppa, Research Services

TRENDS

District 57 held an English Language Learners (ELL) event at the Library. The ELL teachers had various cultural stations and MPPL had a station featuring flyers, giveaway books, and sample Library books from various languages. Claire Bartlett, Youth Outreach Librarian, Maria Garstecki, South Branch Manager, Beth Corrigan-Buchen, Director of Community Engagement, and Carol Capra, Elementary School Liaison, were all on hand to give tours, stamp station “passports,” and talk about the Library. Many of the families were regular Library users, but they still took the time to go on the tours and check out items. The District 57 teachers were thrilled to hold this event at MPPL so we hope to make it available to them again in the future. Eighty children and adults attended. *(Library will nurture existing partnerships, develop new relationships, build coalitions, and participate in joint ventures.)*

The Let’s Be Friends program provided children in 2nd through 5th grades a supportive environment in which to make friends. Teen volunteers were paired with a child buddy to play games, build structures, and watch movies. The program was designed for children of all abilities with an emphasis on children with special needs or social skills deficits. The program met for an hour for three consecutive Wednesdays in March. *(...serving special needs and multicultural populations.)*

The first Community Conversation was held with adult ESL students at Euclid School on March 20. Approximately 20 adults participated in the conversation, contemplating and responding to questions about community aspirations, strengths, and concerns. Beth Corrigan-Buchen and Claire Bartlett, Youth Outreach Librarian, co-facilitated the conversation in English and Spanish. Rachel Leiner, South Branch Patron Assistant, was the note-taker. On April 24, Beth, Claire, and Rachel will return to Euclid School to share the narrative that was created based on the responses. The next Community Conversation is scheduled at Horizon Senior Living on April 12. *(Library will determine key engagement and service strategies in response to community needs and trends.)*

After a slight dip in usage in February, OverDrive statistics rebounded with a 15% increase, with rises in nearly all formats. Even more strikingly, Hoopla circulation rose nearly 20% to set another record high for usage; audiobooks unambiguously drove this increase. *(Grow and promote e-Learning Resources, e-Collections and Electronic Resources.)*

STRATEGIC PLAN

Our social media platforms were hopping this month with posts on book-to-movie adaptations, Lego programs, Mini Golf, the Ready Player One Scavenger Hunt, “Pi” Day, the 75th Anniversary of MPPL, and so much more!

We staged a social-media blitz for the scavenger hunt and virtual reality program to go with the March 29 release of the *Ready Player One* movie in theaters. Two videos created by Chris Amling, IT Services Supervisor, and graphics made by Jennifer Amling, Head of Community Services, led up to the beginning of the Scavenger Hunt on

March 29. Jenny Massa, Fiction/AV/Teen Services Program Librarian, posted photos of two patron participant “gunters” (“egg hunters”) who finished the inside the library key hunt. We also used social media to promote the April 2nd virtual reality program Ready Player One Extravaganza. On Facebook, the Ready Player One posts received more shares than usual – the six posts were shared a total of 23 times. We also had good success with a Facebook post about our new display furniture on the second floor. There were 130 positive reactions (likes or loves) and 10 shares, plus it received two comments, one patron exclaiming, “Best library ever! I would spend hours tucked in the corners!” *(Expand engagement by and with patrons through social media to increase Library’s presence and to promote and deliver services.)*



Joanne Greenwald, Communications Specialist, and Jennifer Amling set up a photo shoot with Joe Collier, Research Services Business Librarian, which tumbled into an amusing Instagram hashtag #flatjoe. *(Expand engagement by and with patrons through social media to increase Library’s presence and to promote and deliver services.)*



Northwest Special Recreation Association (NWSRA) staff presented three training sessions on how to serve people with special needs. The first session took place during a Youth Services department meeting and included key staff from Fiction/AV/Teen and the Director of Community Engagement. The second session was for volunteers who were preparing to be “buddies” at the new Let’s Be Friends program, and the third session was part of the monthly series of staff development training. *(Provide staff training for serving special needs and multicultural populations.)*

Seventeen 3rd-5th graders used Bloxels (special game boards and small, colored blocks) and iPads to create video games. This program drew several of the same children who had attended the November Bloxels program. The duration of the program increased from 90 minutes to two hours to allow more time for the children to show and play their games on the TV screen. Caregivers were also invited in for the last ten minutes to see the video games. *(Provide active learning opportunities that support... STEAM skills. Continue to develop and promote services and programming for all ages that support the Maker Movement.)*

Fiction/AV/Teen staff created a reading map for those who enjoyed Ready Player One, capitalizing on the profile of the book and movie as well as the associated Library programs. Department staff contributed titles and appeals, and the recommendations were combined to form a visual path for matching readers with their next option based on what they liked best about the book. *(Expand engagement by and with patrons through social media to increase Library's presence and to promote and deliver services.)*

In addition to maintaining regular features on the Check It Out blog, we continue to seek opportunities to respond to seasons or pop culture offerings. Due to a high-profile movie adaptation released early in the month, readalikes for *Red Sparrow* by Jason Matthews were offered, which also provided an opening to promote a specific type of spy thriller. For St. Patrick's Day, we published a feature of contemporary Irish authors and ideal titles for sampling each one. As spring break often brings traveling, and as road trips often heighten interest in audiobooks, we dove deep and created a list of Road-Trip Audiobooks about road trips. *(Expand electronic communication targeted to specific interest groups and individual needs.)*

LIBRARY BUSINESS

March Circulation

2014:	89,439
2015:	82,389
2016:	83,765
2017:	88,252
2018:	80,003

Included in the above total

Electronic Media:	5,073
Express Checkout:	11,984
First time checkouts:	61,942
Interlibrary Loan Borrowed:	247
Interlibrary Loan Loaned:	419
Reciprocal Borrowing:	6,657
Renewals:	18,061
South Branch:	3,433

Library cards issued:

Business:	0
Non Resident:	0
Reciprocal Borrowers:	96
Resident:	212

Total Active Cards:	6,014
Total Registered Cards:	45,261

Collection (all collections): 488,892 items

AV items (included above): 71,795 items

E-collection (included above): 12,109 e-audiobooks, 26,490 e-books, 84 e-journals, 526 e-videos, and 217 e-music records.

Volumes (included above): 358,874 items

Donations: 42 items. AV and books, donated by groups and individuals, were added to the collection this month.

March 2018 Total Questions: 13,618 March 2017 Total Questions: 16,894

Fiction/AV/Teen	2,037
Research	4,611
Registration	3,199
South Branch	1,513
Youth Department	2,258

Voters Registered:

Main:	1
South Branch:	0

IT SERVICES – T. Loga**BC Mobile**

We have begun initial testing and configuration of BC Mobile, the new mobile catalog app from SirsiDynix. Once the ability to pay fines/fees is added to the app we will offer the new app to patrons as the replacement for BookMyne.

Self-Check Dashboard in BC Analytics

A dashboard has been created in BCA that provides an overview of self-check usage. It shows the total number of items checked out, number of items checked out via self-check, and a breakdown by self-check machine. The information will be especially useful as we increase the number of self-check machines and redesign the lobby.

Panel on Lobby Copier

A panel that allows print jobs to be released has been added to the cash/coin tower for the copier in the Registration lobby. This allows patrons who print from the Express Computers to release their jobs from that location. This was done ahead of the relocation of the copier and Express Computers to the self-service side of the redesigned lobby.

Staff Schedules

We have installed upgrades to both the timeclock scheduler and the public desk scheduler to provide more advanced features for both the employees and the scheduler.

BUILDING – T. Garvin

EXTERIOR – March temperatures were very close to average. Our warmest day was the last day of the month when we reached 58°, and our lowest reading was on the 13th when we dropped to 19°. Our snow totals for the month were below average with a total of 2.5” which was about only half our normal for March. Overall for the winter season we had 33” of snow which was about average for winter.

During one of the milder periods toward the end of the month our landscape contractor, American Landscaping, was out to begin the spring clean-up of the garden areas around the building. They cut back the ornamental grasses, cleaned out the leaves that had gathered in the garden areas, and trimmed many of the shrubs and flowering bushes. We will also be having them mulch all of our garden areas before the plants come up. We had the spring treatment done for the lone ash tree in our memorial garden area on the northeast corner. We treat this tree to prevent problems with the emerald ash borer infestation which has taken many ash trees throughout the area.

We took advantage of the milder temperatures late in the month and had our first quarter exterior window cleaning done on the 30th. We contract with American National Skyline, Inc. for this work. We have been using this company for over 10 years.

We take a proactive approach to our roof maintenance. We have regular inspections done and have had an infrared scan done to identify potential problem areas. This past month we contracted with our roofing contractor, Combined Roofing, for a maintenance inspection program. They will do two thorough inspections, one in the spring and another in late autumn. If any problems are found we will receive a 5% discount on the repairs.

INTERIOR – The Foundation held their 4th annual Mini Golf fund raiser on March 3rd. This required setting up an 18-hole course which covered both floors of the library. The Foundation had local businesses and groups sponsor each of the holes. They used the same firm as last year, who supplied all materials for the golfing and the Foundation supplied all of the volunteers to set up, monitor, and take down the equipment. This

event was very well attended and had more than 400 participants. There was also “The 19th Hole” in our large meeting room where refreshments were available as well as other family related events.

We made our annual time shift to Day Light Savings Time on Sunday, March 11th. Our building clock system automatically makes the changes to the system clocks but we also have quite a few battery operated clocks which we manually change. We also have to make the time change on several systems which are not automated such as the fire alarm system and building lighting controls.

We have included in our cleaning contract with Crystal Maintenance to have our carpets cleaned and hard floors all stripped and waxed quarterly. We had the first quarter work done over the weekend of the 17th and 18th. The work is done overnight so as to not impact our services.

The majority of the lighting in our facility is fluorescent lamps. These lamps contain hazardous materials, and we do not dispose of them in the trash per the Illinois Administrative Code for waste management. Instead we collect the spent lamps, re-box them, and arrange for a State-approved facility, Flourecycle, Inc. in Ingleside, to dispose of them. We hold the spent lamps until we have enough to fill a pallet; a typical load is approximately 600 lamps. Flourecycle, Inc. provides certification that disposal was done properly. We shipped out a load this past month.

Our security system required some additional programming due to the upgrade done last month. We get weekly reports of the activation of the system to help monitor the building but with the upgrade this feature was not activated. This was remedied quickly by our monitoring company, Sound Inc.

PROJECTS – Our current big project is the reconfiguration of the second floor staff workroom. The new configuration will increase the number of workstations and maximize our storage. As mentioned in last month’s report, the final details were all worked out, finish selections were made, and we signed off on the contract with KI for this work. We held our pre-installation meeting with the KI installers, Wal-Tek, our electrical contractor who will be rewiring this area, Prospect Electric, and our IT staff to finalize the timeline for the project on March 29th. We will be moving staff out of the workroom the first week in May. They will be using temporary workstations set up in the Youth Activity rooms because there are no programs during May. The electrical work will begin shortly after that, with the removal of the current wiring. Wal-Tek will be in the next week and start to disassemble the existing workstations; much of this is going to be re-used in the new layout. The new areas will be built as spaces are opened up. Once the main layout has been completed, Prospect Electric will return and begin the rewiring and cabling. Wal-Tek will complete the assembly mid-May and we start moving staff back into the new area the 21st.

The Circulation/Registration lobby project has been moving forward. We have reviewed specifics and made several finish selections. The areas on the service desks will have very clearly defined spaces for patrons to know where to obtain service. The areas will be defined using wood panels and the desk face and surfaces will be a solid material in

lighter tones. We are currently evaluating our back-up power generator, which operates during power loss, to try and add the public desks in the lobby to the system. We have contracted with the Shales McNutt Construction management firm. Shales McNutt is completing a comprehensive cost estimate for the project. MSR will be reviewing this in early April and we will then be deciding upon the options of what to include in the bidding process. Our timeline is to have the project ready for bidding in late April.

SECURITY – We did not have any involved incidents this past month. Most of our interactions with patrons had to do with rule advisement issues such as sleeping, leaving personal belongings unattended, and eating. With the warmer weather we also are starting to get more reports of skateboarders in the garage. We have added some curb deterrents on some of the curbs under the Library which discourages activities of skateboarders and have found this helps so we will be adding more in the coming months.

VOLUNTEERS

Adult Volunteers:	16 Volunteers	133 Hours Worked
Volunteens:	29 Teens	138.25 Hours Worked

PROGRAMS (see attached list for specific programs)

Event Type	Number of Programs	Attendance Total
Discussions	5	72
Adult Programs	11	443
Special Programs (Adult and Youth)	3	431
Community Outreach Programs	1	810
Technology Programs	13	106
South Branch Programs	10	197
Young Adult Programs	3	22
Youth Programs	14	444
Youth Storytimes	26	506
Total Programs	86	Total Attendance 3,031

Highlights

On March 6, 97 patrons enjoyed a rousing and entertaining choral concert, MPPL Foundation Presents: The Irish Heritage Singers. This year they read *Letters from Ireland*, and then sang the accompanying music. It was very authentic and moving.

Science Storytime: How Does Your Garden Grow? featured an imaginative play garden; a make-your-own jungle scene with playdoh, plastic plants, and rocks; and fruit and

vegetable sorting. The families were also able to plant and take home a real marigold plant! This twice-yearly program creates experiential learning opportunities for children and allows them to work on literacy and STEAM skills. *(Provide active learning opportunities that support literacy, the Common Core Standards, and STEAM skills. Explore opportunities for additional experiential activities.)*

March was a strong month for original programming in Fiction/AV/Teen Services. The first Book Group Bootcamp was held to provide advice and resources to leaders and attendees of area book groups. *(Promote and create experiential learning opportunities for children, teens and adults.)*

Evan Mather, Teen Services Librarian, hosted the Operation: Codebreak program observing Teen Tech Week, assisted by Andrea Johnson, Teen Services Librarian, and John McInnes, Department Head Fiction/AV/Teen Services. Participants learned some basics of digital security (including creating secure passwords), and cryptography skills by decoding simple ciphers. These skills were used in a library-wide scavenger hunt. Additional challenges included a wire-cutting “bomb defusal” puzzle and an ersatz “laser maze.” In addition to the basic logic and math skills gained from the cryptography, participants also gained skills in teamwork, collaboration, and communication, in addition to gaining familiarity with library services and resources. *(Promote and create experiential learning opportunities for children, teens and adults.)*

Spring break brought all the kids to South Branch! Play and Learn enjoyed a bump in attendance that week with 26 total participants. This month’s Make and Take also had a nice turn out for spring crafts. Without the additional afternoon storytime program Rock & Read, Anique Aburaad, South Branch Youth Programmer, and other staff supplemented programming with plenty of “passive programming.” Staff invites children or children ask staff, to enjoy impromptu crafts and storytime sessions whenever there are children at South Branch. Dozens of coloring sheets have been filled, and *The Thank You Book* by Mo Willems alone has been read no less than eight times.



BuilderFest is a quarterly series of hands-on explorations of STEM concepts held at South Branch. During BuilderFest this month children discovered Electric Playdough! First they learned how to mix their own playdough using a variety of household ingredients to make two different doughs. When we introduced the components of a circuit (batteries and LEDs), kids discovered that one of their doughs was conductive, while the other was insulating, allowing them to use the playdough to create a circuit and light the LED! Allison Smith Hahn, South Branch Teen/Adult Programmer, was responsible for the great outcome. (*Connect people to information, resources, and opportunities for enrichment and leisure.*)

Upcoming Adult Education Programs

May 4	WDCB's Jammin' in the Stacks
May 7	AARP Driver Safety Training
May 8	AARP Driver Safety Training
May 8	The Mount Prospect Public Library Foundation Presents The Shakespeare Project of Chicago: <i>Much Ado About Nothing</i>
May 15	Appeal Your Cook County Property Taxes
May 22	Mysterious Easter Island
May 22	The Astonishing Beauty and Wisdom of Wildflowers
May 23	Mount Prospect Public Library Foundation Concert: Encore! Presents "Wish"
May 29	Vagabonding Around the World
May 31	Afternoon Encore: Coin Collecting and Appraisals

SELECTED MEETINGS AND WORKSHOPS OFF SITE ATTENDED BY STAFF (not webinars)

March	
02	Frisbie Senior Center Partner Meeting – B. Corrigan-Buchen
05	Connecting Our Community Networking Group – B. Corrigan-Buchen
07	Chamber Business Breakfast – J. Collier
19	Mount Prospect Historical Society Monthly Board Meeting – F. Corry, P. Nelson
21-24	PLA Annual Conference in Philadelphia – D. Heath, D. Folkerts, J. McInnes, J. Massa, A. Auston, J. Slayton

Total Webinars and Online Training Sessions: 10

Highlights:

March 9 – Relevant, Relatable Reference Service in Your Library (Booklist)
The authors of *Providing Reference Services: A Practical Guide for Librarians* went through the history of reference up to the present followed by a discussion about what

reference services looks like today. One big shift is that patrons, rather than needing help finding things, more likely need help doing things. Patrons are looking for experts to help them navigate devices and online information. The goal is not getting people to use the library services; it is helping library users accomplish something. The webinar gave me some ideas on how to reframe reference service with staff to better serve our patrons' needs. – D. Heath

March 13 – Tapping New Employee Potential Right from the Start

This webinar was put out by Niche Academy and the speaker was from Allen County Public Library in Indiana. She explained how their New Employee learning program was created, accessed, and tracked using Niche Academy. After the webinar, I created a demo academy that will be used with our new learning initiative. – M. Vonderhaar

SELECTED MEETINGS, WORKSHOPS, ETC. ATTENDED BY BOARD

Dale Draznin – 29 75th Anniversary Committee

Michael Duebner – 20 Building Committee

Jane Everett – 29 75th Anniversary Committee

Sylvia Fulk – 3 Mini Golf; 15 Advocacy Committee; 20 Building Committee

Brian Gilligan – 15 Advocacy Committee

Sylvia Haas – 3 Mini Golf; 15 Advocacy Committee; 20 Building Committee; 26 Cookies & More With the Board

FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY

Board approved paying for the bollard project in the front of the Library as well as an outreach cart and plants (from the rental program they sponsor) for the Fiction/AV/Teen department. They continue to increase their publicity through Facebook and banners.

MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION

Mini Golf was a great success; 415 golfers came through the Library (decrease of 30 over 2017). Revenue was just over \$6,200. It was a great public relations success and fun family event. Although the net revenue was \$2,400, it was great publicity for the Foundation and Library. The Trivia component this year was popular with the golfers.



STAFF ANNIVERSARIES

Daniel Peyer, Building Services, 5 years
Miriam Nakazawa, Circulation Services, 10 years
Maria Garstecki, South Branch, 15 years
Mary Ellen Siarkiewicz, Registration Services, 20 years

Please note: Executive Director's report is also available on the Internet via mppl.org/about-us/board-of-trustees under Current Board Minutes, Financial Reports, Executive Director's Report or Past Board Minutes, Financial Reports, Executive Director's Reports. Each link includes the corresponding Executive Director's report.

March 2018 Programming Statistics

Monthly Summary by Event Type		
Event Type	Number of Programs	Attendance Total
Discussions	5	72
Adult Programs	11	443
Special Programs (Adult and Youth)	3	431
Community Outreach Programs	1	810
Technology Programs	13	106
South Branch Programs	10	197
Young Adult Programs	3	22
Youth Programs	14	444
Youth Storytimes	26	506
Grand Total	86	3031
Event Type/Program	Attendance Totals	
Adult NF Programming		
Adult NF Programming		
Mount Prospect Public Library Foundation Concert: The Irish Heritage Singers	97	
Spring Floral Design With Busse Flowers	14	
Business		
Business		
A2A--Access to Advisors	35	
Job Seekers Skills Series: Create Your Best Resume	4	
Job Seekers Skills Series: Online Job Applications	2	
Job Seekers Skills Series: Personal Branding & Social Media Etiquette	2	
Community Outreach Programs	810	
Discussion		
Discussion		
Book Chat Book Discussion	16	
Coffee Books and More	23	
Food for Thought-Session 1	6	
Food for Thought-Session 2	7	
Friends Book Discussion	20	
Foundation		
Foundation		
Mini Golf Fundraiser	415	
Genealogy		
Genealogy		
Recreating Lost World War I Records	15	
Movie Screening		
Movie Screening		
Movies @MPPL: The Darkest Hour	232	
Open Storytime		
Open Storytime		
Open Storytime	114	
Patron Program		
Patron Program		
A Good Yarn Knitting and Crocheting Guild	5	
Book Club Bootcamp	10	
Night Off? Game On!	11	
Understanding Medicare	32	
Reference Program		
Reference Program		
Exclusive to You: Web Resources at MPPL	4	
Registered Storytime		
Registered Storytime		
From Bibs to Books	186	
On My Own	47	
Story Tots	159	

March 2018 Programming Statistics

Event Type/Program	Attendance Totals
South Branch Family Program	
South Branch Family Program	
Family Movie Night / Noche de Cine Para la Familia	20
South Branch YA Program	
South Branch YA Program	
Crafternoon: Design-a-Dish /Pinta-un-Plato	18
South Branch Youth Program	
South Branch Youth Program	
BuilderFest/Jóvenes Constructores: Electric Playdough	14
Crafting With Perler Beads / Vamos a Hacer Creaciones de Perler	30
LEGOmania	20
Make and Take Craft/ Hazlo y Llévatelo	22
Play and Learn	73
Special Storytime	
Special Storytime	
Sensory Stories & Play	8
Technology Program	
Technology Program	
How to Download Free Books From the Library With Your Kindle	6
iCan Use My iPad	11
Library Apps for Your Tablet	6
Mail Merge With Microsoft Word®: Labels, Letters, & Envelopes	7
Microsoft Word®: Tables, Templates, and More	10
Open Tech Lab	28
Understanding Photos for Apple Devices	6
Using Word®	9
Windows 10 Clinic	6
Word®: Beyond the Basics	13
Young Adult	
Young Adult	
Operation: CODEBREAK	9
Teen Advisory Board Meeting	5
Throwback Thursday	8
Youth Book Discussion	
Youth Book Discussion	
Books and Bites Family Book Club: Mac Barnett & Jon Klassen	23
Youth Craft Program	
Youth Craft Program	
Create-a-Craft: Shamrock Showcase	58
Youth Program	
Youth Program	
Let's Be Friends: Game On!	24
Let's Be Friends: It's Showtime!	26
Let's Be Friends: Maker Challenge	18
Playtime @ the Library	43
Reading Clubhouse: World of Wheels	19
Super Saturday: The Dr. Gesundheit Clown Therapy Show	111
Youth STEAM Program	
Youth STEAM Program	
Click & Create Junior: LEGO WeDo	9
Click & Create: Design Your Own Video Game	17
Family Gaming	29
Full STEAM Ahead	21
Science Storytime: How Does Your Garden Grow?	38
Grand Total	3031