

MOUNT PROSPECT PUBLIC LIBRARY
REGULAR BOARD MEETING
JUNE 21, 2018
AGENDA
7 p.m. Meeting Room B

1. Call to Order
2. Roll Call
3. Approval of Minutes of Regular Meeting of May 17, 2018;
Approval of Minutes of Committee of the Whole Meeting of May 3, 2018
4. Citizens to be Heard on Matters Not Listed on the Agenda
5. Written Communiqués
6. Treasurer's Report
7. Approval May Bills
Staff Report: 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.
11. New Business
 1. Committee appointments for 2018 – 2019: discussion
 2. First Floor Reconfiguration and Youth Entry Project: action
12. Articles
13. Calendar items (PLEASE NOTE)
 1. Foundation Board Meeting – June 25 – Terri Gens
 2. Cookies & More With the Board – June – Brian Gilligan
 3. 4th of July Parade at 1 p.m.
 4. Library Closed July 4
 5. Committee of the Whole Meeting – July 5
 6. Regular Board Meeting – July 19 at 7 p.m.

7. Friends Book Sale – July 21 and 22
 8. Library closes at 5 p.m. July 27 – Village Block Party
 9. Cookies & More With the Board – July – Sylvia Fulk
 10. No Foundation Board Meeting in July
 11. Committee of the Whole Meeting – August 2
 12. Regular Board Meeting – August 16 at 7 p.m.
 13. Foundation Board Meeting – August 27 – Sylvia Fulk
 14. No Cookies & More With the Board in August
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14. Reports by Board Members (not included in Executive Director's report)
 1. Topic Suggestions For Future Meetings
 2. Board Member Reports
-
15. Adjournment

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting June 21, 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 7:07 p.m. by Sylvia Fulk, President.

2. Roll Call:

Present: Jane Everett, Sylvia Fulk, Terri Gens, Sylvia Haas

Absent: Dale Draznin, Michael Duebner, Brian Gilligan

Others Present: Anthony Auston, Director of Library Operations; Frank Corry, Director of Business Operations

Visitors: John Shales, Shales McNutt Construction

3. Approval of Minutes.

a. Minutes of the Regular Meeting of May 17, 2018;

b. Minutes of the Committee of the Whole Meeting of May 3, 2018

Minutes read. Approved as distributed and submitted.

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

None

5. Written Communiques.

1. Thank you from Jo Robinson for the great retirement party.

2. Thank you from Jo Broszczak for the anniversary gift for 30 years of service.

3. Thank you from VFW Post 1337 and American Legion Post 525 for our participation in the Memorial Day parade and remembrance ceremony.

4. Thank you from Holly Woods for resume assistance from Joe Collier.

6. Treasurer's Report.

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

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting June 21, 2018

7. Approval of May Bills.

MOTION: Motion was made by Terri Gens and seconded to ratify for payment May bills in the amount of \$1,043,198.56.

Roll Call Vote

AYES: Everett, Fulk, Gens, Haas

NAYS: None

ABSTAIN: None

ABSENT: Draznin, Duebner,
Gilligan

MOTION CARRIED

Staff Report: Frank Corry

Frank Corry explained monthly expenses and variances from budgeted expectations leading to a -4.8% variance.

8. Report of the Executive Director.

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

9. Committee Reports by Board Members

1. Library Committee Reports

a. Advocacy – S. Haas

No report.

b. Art – D. Draznin

No report.

c. Building – S. Haas

No report.

d. Finance – S. Fulk

No report.

e. Personnel – S. Fulk

No report.

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting June 21, 2018

f. 75th Anniversary – J. Everett, T. Gens

Committee meeting this evening; overview of September 23 75th Anniversary celebration.

g. Strategic Plan – S. Haas

No report.

h. Trustee – M. Duebner

No report.

2. Other

None

10. Unfinished Business.

None

11. New Business.

1. Committee appointments for 2018 – 2019

Advocacy – Terri Gens, Brian Gilligan, Sylvia Haas
Art – Dale Draznin, Jane Everett
Building – Michael Duebner, Sylvia Fulk, Terri Gens
Finance – Michael Duebner, Sylvia Fulk, Terri Gens
Personnel – Jane Everett, Sylvia Fulk, Brian Gilligan
Trustee – Michael Duebner, Sylvia Fulk, Sylvia Haas
75th Anniversary – Dale Draznin, Jane Everett, Terri Gens
Strategic Plan – Dale Draznin, Michael Duebner, Brian Gilligan,
Sylvia Haas

2. First Floor Reconfiguration and Youth Entry Project

MOTION: Motion was made by Sylvia Haas and seconded to approve the trade amount of \$404,180 and additional cost of \$103,084 for a total project cost of \$507,264.

Roll Call Vote

AYES: Everett, Fulk, Gens, Haas

NAYS: None

ABSTAIN: None

ABSENT: Draznin, Duebner,
Gilligan

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting June 21, 2018

MOTION CARRIED

MOTION: Motion was made by Jane Everett and seconded to award the trade packages as recommended by Shales McNutt Construction.

Roll Call Vote

AYES: Everett, Fulk, Gens, Haas

NAYS: None

ABSTAIN: None

ABSENT: Draznin, Duebner,
Gilligan

MOTION CARRIED

12. Articles.

None

13. Calendar items. (PLEASE NOTE)

1. Foundation Board Meeting – June 25 – Terri Gens
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12. Regular Board Meeting – August 16 at 7 p.m.
13. Foundation Board Meeting – August 27 – Sylvia Fulk
14. No Cookies & More With the Board in August

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES
Regular Meeting June 21, 2018

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

None

15. Adjournment.

Regular meeting adjourned at 7:54 p.m.

(signature pending)

Sylvia G. Fulk, President

Approved as submitted 07/19/18

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

LIBRARY GENERAL FUND

Salaries & Benefits (4100L - 4150L)	\$ 604,541.84	
Management Expense (4210L - 4290L)	22,069.29	
Operating Expenses (4310L - 4390L)	30,143.18	
Building Expense (4410L - 4460L)	28,248.60	
Services and Resources (4610L - 4690L)	75,517.41	
Friends & Foundation reimbursable expenses (9530L and 9540L)	6,334.47	
VOMP reimbursable expenses (9560L)	391.15	
Grant Expenses (9570L)	-	
Total May 2018 Library General Fund Expenses		\$ 767,245.94

Additions for Library General Fund Cash Disbursements:

Payments to Friends & Foundation for income items	\$ 98.45	
Payments to Mt Prospect Historical Society	-	
Operating Expense Reimbursements received	5,951.50	
April 2018 Accrued Payroll & Benefits	272,981.29	
April 2018 Credit Card Payable	31,294.62	
April 2018 Accounts Payable	14,899.08	
May 2018 Accounts Receivable	1,186.80	
Disbursements for Foundation & Friends	229.99	
Disbursements for Gift Fund and Building Fund	2,071.71	328,713.44

Deductions for Library General Fund Cash Disbursements:

May 2018 Accrued Payroll & Benefits	125,478.96	
May 2018 Credit Card Payable	20,213.37	
May 2018 Accounts Payable	21,165.11	
Expenses paid with Vendor rebates	-	
Miscellaneous	(13.90)	
Payment of Nayax invoices & merchant fees by income offset	118.86	
Payment of Credit Card Merchant fees by income offset	39.62	(167,002.02)

Total Library General Fund cash disbursed \$ 928,957.36

CAPITAL PROJECTS RESERVE FUND

May 2018 Expenses	\$ 123,315.36	
Plus: April 2018 Accounts Payable	26.00	
Less: May 2018 Accounts Payable	(9,700.16)	113,641.20
<i>Total Capital Projects Reserve Fund cash disbursed</i>		

DEBT SERVICE FUND

May 2018 Expenses	\$ 14,679.15	
Plus: April 2018 Interest Payable	(14,679.15)	
Less: May 2018 Interest Payable	-	0.00
<i>Total Debt Service Fund cash disbursed</i>		

GIFT FUND

May 2018 Expenses	\$ 684.94	
Less: Payment of Credit Card Merchant fees by income offset	(34.94)	
Plus: April 2018 Accounts Payable	-	
Less: May 2018 Accounts Payable	(50.00)	600.00
<i>Total Gift Fund cash disbursed</i>		

TOTAL CASH DISBURSEMENTS, May 2018 \$ 1,043,198.56

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4110L	Salaries	5/1/18	2-04/30/2018	04/30/2018 payroll accrual	\$ (236,359.00)
4110L	Salaries	5/3/18	PAYROLL05/04/2018	PAYROLL - PAYCOM	206,814.48
4110L	Salaries	5/17/18	PAYROLL05/18/2018	PAYROLL - PAYCOM	207,771.31
4110L	Salaries	5/31/18	PAYROLL06/01/2018	PAYROLL - PAYCOM	212,985.68
4110L	Salaries	5/31/18	05-05/31/2018	05/31/2018 payroll accrual	76,066.00
4110L	Salaries	5/18/18	46972	Tuition Reimbursement	186.67
4110L	Salaries	5/18/18	46973	Tuition Reimbursement	750.00
4110L	Salaries	5/18/18	46973	Tuition Reimbursement	750.00
4110L	Salaries	5/18/18	46973	Tuition Reimbursement	750.00
4110L	Salaries	5/18/18	46974	Tuition Reimbursement	146.63
4110L	Salaries	5/18/18	46974	Tuition Reimbursement	146.63
4110L	Salaries	5/18/18	46977	Tuition Reimbursement	1,000.00
4110L	Salaries	5/31/18	47021	Tuition Reimbursement	750.00
4110L	Salaries	5/31/18	47059	Tuition Reimbursement	384.58
4120L	IMRF	5/1/18	2-04/30/2018	04/30/2018 payroll accrual	(21,837.00)
4120L	IMRF	5/18/18	46991	VILLAGE OF MT. PROSPECT - IMRF	38,381.41
4120L	IMRF	5/31/18	05-05/31/2018	05/31/2018 payroll accrual	26,471.00
4130L	MC / FICA	5/1/18	2-04/30/2018	04/30/2018 payroll accrual	(17,041.00)
4130L	MC / FICA	5/3/18	PAYROLL05/04/2018	PAYROLL - PAYCOM	14,910.58
4130L	MC / FICA	5/17/18	PAYROLL05/18/2018	PAYROLL - PAYCOM	14,947.64
4130L	MC / FICA	5/31/18	PAYROLL06/01/2018	PAYROLL - PAYCOM	15,389.56
4130L	MC / FICA	5/31/18	05-05/31/2018	05/31/2018 payroll accrual	5,496.00
4140L	Insurance	5/1/18	EFT443344	AFLAC	(0.02)
4140L	Insurance	5/15/18	3431	COBRA fee	(15.46)
4140L	Insurance	5/18/18	46992	VILLAGE OF MT. PROSPECT	55,556.28
4140L	Insurance	5/24/18	EFT1527103641784	GUARDIAN	(0.11)
4140L	Insurance	5/25/18	EFT819510	AFLAC	(0.02)
4140L	Insurance	5/18/18	46992	VILLAGE OF MT. PROSPECT	140.00
4220L	Legal Fees	5/23/18	642799	VEDDER PRICE P.C.	1,806.00

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4230L	Printing	5/2/18	0561212	NPN360	3,893.50
4240L	Marketing	5/22/18	46998	CATHY CUSHING	2,696.00
4240L	Marketing	5/23/18	176862	THE JOURNAL AND TOPICS	159.00
4240L	Marketing	5/1/18		MC/ALA	179.00
4240L	Marketing	5/15/18	113-7801354-5164262	MC/AMAZON	114.75
4250L	Resources	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	105.38
4260L	Professional Dues	5/18/18	46994	AMERICAN LIBRARY ASSOCIATION	191.00
4280L	Human Resources	5/3/18		MC/PAYPAL	100.00
4280L	Human Resources	5/1/18	AUR1067498	CAREERBUILDER EMPLOYMENT SCREENING, LLC	114.00
4280L	Human Resources	5/31/18	AUR1071708	CAREERBUILDER EMPLOYMENT SCREENING, LLC	174.00
4280L	Human Resources	5/3/18	PAYROLL05/04/2018	PAYROLL - PAYCOM	815.16
4280L	Human Resources	5/17/18	PAYROLL05/18/2018	PAYROLL - PAYCOM	829.06
4280L	Human Resources	5/31/18	PAYROLL06/01/2018	PAYROLL - PAYCOM	848.40
4280L	Human Resources	5/15/18	2192524	EMPLOYEE BENEFITS CORPORATION	112.50
4280L	Human Resources	5/6/18		MC/UNITED	755.40
4280L	Human Resources	5/10/18		MC/UNITED	202.20
4280L	Human Resources	5/10/18		MC/SPIRIT AIRLINES	223.19
4280L	Human Resources	5/10/18		MC/ORBITZ	3.69
4280L	Human Resources	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	403.96
4280L	Human Resources	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	39.27
4280L	Human Resources	5/23/18		MC/AMERICAN AIRLINES	279.40
4280L	Human Resources	5/29/18	10342	THE HARWOOD INSTITUTE	(500.00)
4280L	Human Resources	5/16/18	46976	MARIANO'S	884.00
4280L	Human Resources	5/18/18	46963	KATIE'S KITCHEN	146.00
4280L	Human Resources	5/18/18	46964	BRIAN PICHMAN	500.00
4280L	Human Resources	5/18/18	46965	HANNAH RAINEY	500.00
4280L	Human Resources	5/22/18	CASH05/22/2018	MARIANO'S	(184.05)
4280L	Human Resources	5/25/18	47014	HANNAH RAINEY	589.62
4280L	Human Resources	5/30/18	PettyCash05/30/2018	PETTY CASH - Starbucks	225.85
4280L	Human Resources	5/30/18	PettyCash05/30/2018	PETTY CASH - Marianos	179.34

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4280L	Human Resources	5/30/18	PettyCash05/30/2018	PETTY CASH - Costco	121.88
4280L	Human Resources	5/1/18		MC/EVENTBRITE	12.61
4280L	Human Resources	5/3/18		MC/EVENTBRITE	15.00
4280L	Human Resources	5/11/18		MC/UNIVERSITY OF WISCONSIN	162.50
4280L	Human Resources	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	257.15
4280L	Human Resources	5/31/18	05/31/2018	MT. PROSPECT FIRE DEPARTMENT	245.00
4280L	Human Resources	5/3/18	PAYROLL05/04/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	37.06
4280L	Human Resources	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	93.33
4280L	Human Resources	5/31/18	PAYROLL06/01/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	61.87
4280L	Human Resources	5/2/18	FY19-58483	THE MANAGEMENT ASSOCIATION	1,910.00
4280L	Human Resources	5/22/18	7097797	ENERGAGE, LLC	2,405.00
4290L	Other Operating	5/8/18	NAYAX05/08/2018	NAYAX LLC	12.56
4290L	Other Operating	5/9/18	ONLINE05/09/2018	PROPAY	11.29
4290L	Other Operating	5/11/18	NAYAX05/11/2018	NAYAX LLC	9.21
4290L	Other Operating	5/15/18	ONLINE05/15/2018	PROPAY	11.24
4290L	Other Operating	5/18/18	NAYAX05/18/2018	NAYAX LLC	11.55
4290L	Other Operating	5/22/18	ONLINE05/22/2018	PROPAY	7.58
4290L	Other Operating	5/25/18	NAYAX05/25/2018	NAYAX LLC	8.88
4290L	Other Operating	5/30/18	ONLINE05/30/2018	PROPAY	9.51
4290L	Other Operating	5/31/18	EFT06/01/2018	HEARTLAND	134.36
4290L	Other Operating	5/31/18	NAYAX06/01/2018	NAYAX LLC	13.06
4290L	Other Operating	5/1/18	00568692	BUSSE'S FLOWERS AND GIFTS INC.	45.00
4290L	Other Operating	5/29/18	5/29/2018	PURPLE ROSE FLORIST INC.	43.00
4290L	Other Operating	5/30/18	PettyCash05/30/2018	PETTY CASH	3.00
4290L	Other Operating	5/14/18	05/14/2018	DEX MEDIA	22.00
4290L	Other Operating	5/31/18	03-05/31/2018	Reclass of January "Cookies with the Board" from 9540L to 4290L	7.98
4290L	Other Operating	5/31/18	03-05/31/2018	Reclass of February "Cookies with the Board" from 9540L to 4290L	12.05
4310L	Telecommunications	5/13/18	847670548905-2018	AT&T	793.93
4310L	Telecommunications	5/16/18	847R16313105-2018	AT&T	671.09
4310L	Telecommunications	5/14/18	T1829925	TECHNOLOGY MANAGEMENT REVOLVING FUND	269.76
4310L	Telecommunications	5/16/18	847Z99078805-2018	AT&T - 60%	358.16
4310L	Telecommunications	5/28/18	9808062991	VERIZON WIRELESS	446.67

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4310L	Telecommunications	5/11/18	2018-00320003	VILLAGE OF MT. PROSPECT	112.74
4310L	Telecommunications	5/16/18	847Z99181905-2018	AT&T - 50% fiber	152.37
4340L	Office Supplies	5/8/18	3893898-0	WAREHOUSE DIRECT	385.40
4340L	Office Supplies	5/23/18	3915737-0	WAREHOUSE DIRECT	462.48
4340L	Office Supplies	5/12/18	3377973742	STAPLES BUSINESS ADVANTAGE	58.16
4340L	Office Supplies	5/14/18	3899749-0	WAREHOUSE DIRECT	39.89
4340L	Office Supplies	5/14/18	3899750-0	WAREHOUSE DIRECT	7.40
4340L	Office Supplies	5/12/18	3377973741	STAPLES BUSINESS ADVANTAGE	6.16
4340L	Office Supplies	5/14/18	3899756-0	WAREHOUSE DIRECT	50.64
4340L	Office Supplies	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	35.99
4340L	Office Supplies	5/14/18	3899751-0	WAREHOUSE DIRECT	7.39
4340L	Office Supplies	5/12/18	3377973742	STAPLES BUSINESS ADVANTAGE	22.42
4340L	Office Supplies	5/14/18	3899748-0	WAREHOUSE DIRECT	23.40
4340L	Office Supplies	5/15/18	3899748-1	WAREHOUSE DIRECT	11.14
4340L	Office Supplies	5/8/18	3893898-0	WAREHOUSE DIRECT	179.32
4340L	Office Supplies	5/17/18		MC/ROBERT BOSCH TOOL CORP.	100.00
4340L	Office Supplies	5/23/18	3915737-0	WAREHOUSE DIRECT	59.41
4340L	Office Supplies	5/1/18		STAPLES BUSINESS ADVANTAGE	42.99
4340L	Office Supplies	5/14/18	6376681	DEMCO	6.31
4350L	Library Supplies	5/7/18	C11205	DEMCO	(196.67)
4350L	Library Supplies	5/11/18		MC/RETAIL RESOURCES	23.57
4350L	Library Supplies	5/20/18		MC/RETAIL RESOURCES	178.24
4350L	Library Supplies	5/1/18	461426	UNIQUE MANAGEMENT SERVICES, INC.	19.90
4350L	Library Supplies	5/2/18	11067	ELM USA, INC.	250.50
4350L	Library Supplies	5/7/18		MC/RAINBOW SYMPHONY	49.96
4350L	Library Supplies	5/11/18		MC/BAYSCAN TECHNOLOGIES	343.00
4350L	Library Supplies	5/12/18	3377973743	STAPLES BUSINESS ADVANTAGE	44.55
4350L	Library Supplies	5/14/18	3899751-0	WAREHOUSE DIRECT	109.34
4350L	Library Supplies	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	140.68
4350L	Library Supplies	5/9/18	1201	DASHER PRINTING SERVICES, INC.	3,338.42
4350L	Library Supplies	5/24/18	583252	ARAMARK	198.27

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4360L	Postage	5/1/18	3102133816	PITNEY BOWES	255.00
4360L	Postage	5/8/18	EMP05/08/2018	EMPLOYEE REIMBURSEMENTS	(6.04)
4380L	Contract Services	5/11/18	2018-00320003	VILLAGE OF MT. PROSPECT	5,930.07
4390L	IT Services	5/6/18		MC/QUICKBASE	175.86
4390L	IT Services	5/15/18		MC/ADOBE	359.88
4390L	IT Services	5/20/18		MC/ADOBE	239.88
4390L	IT Services	5/21/18		MC/TECHSOUP	5.00
4390L	IT Services	5/3/18		MC/MICROSOFT	189.00
4390L	IT Services	5/10/18	INV000006755	DEMCO SOFTWARE	1,485.00
4390L	IT Services	5/3/18	65435	SOUND INCORPORATED	7,855.00
4390L	IT Services	5/4/18		MC/NINITE.COM	720.00
4390L	IT Services	5/9/18		MC/FARONICS	267.40
4390L	IT Services	5/21/18		MC/GODADDY.COM, INC.	149.98
4390L	IT Services	5/30/18	MWK9359	CDW GOVERNMENT, INC.	3,489.17
4390L	IT Services	5/1/18	32714	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	5/1/18	95157	BISHOP PLUMBING, INC.	251.95
4410L	Building Maintenance	5/1/18	5988	COMBINED ROOFING SERVICES LLC	1,196.08
4410L	Building Maintenance	5/2/18	95158	BISHOP PLUMBING, INC.	626.35
4410L	Building Maintenance	5/7/18	0111631-IN	IMBERT INTERNATIONAL, INC.	248.00
4410L	Building Maintenance	5/10/18	39012006	TRANE	1,481.41
4410L	Building Maintenance	5/14/18	6043	COMBINED ROOFING SERVICES LLC	802.74
4410L	Building Maintenance	5/14/18	131091	CITADEL INFORMATION MANAGEMENT	526.24
4410L	Building Maintenance	5/15/18	SRVCE039921	COMPLETE TEMPERATURE SYSTEMS	1,574.00
4410L	Building Maintenance	5/8/18	INV184211	FILTER SERVICES ILLINOIS	331.20
4410L	Building Maintenance	5/14/18	9786842378	W. W. GRAINGER, INC.	374.78
4410L	Building Maintenance	5/17/18	00032932	MOUNT PROSPECT PAINT, INC.	74.37
4410L	Building Maintenance	5/23/18	42108	NERADT ACE HARDWARE	27.55
4410L	Building Maintenance	5/25/18	42137	NERADT ACE HARDWARE	11.97
4410L	Building Maintenance	5/30/18	00033785	MOUNT PROSPECT PAINT, INC.	83.98
4410L	Building Maintenance	5/3/18		THE HOME DEPOT CRC	91.80
4410L	Building Maintenance	5/8/18	41983	NERADT ACE HARDWARE	18.98

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Library Fund Expenses by G/L Account #
For the Period From May 1, 2018 to May 31, 2018

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4410L	Building Maintenance	5/29/18	EFT05/29/2018	THE HOME DEPOT CRC	91.80
4410L	Building Maintenance	5/30/18	42167	NERADT ACE HARDWARE	12.99
4410L	Building Maintenance	5/31/18	5/31/2018	AMERICAN LANDSCAPING INC.	500.00
4410L	Building Maintenance	5/12/18	30519770	TYCO INTEGRATED SECURITY LLC	285.00
4410L	Building Maintenance	5/14/18	R155434	SOUND INCORPORATED	40.00
4410L	Building Maintenance	5/2/18	13903190	KRUEGER INTERNATIONAL , INC.	883.80
4410L	Building Maintenance	5/20/18	0551-014036206	REPUBLIC SERVICES #551	377.75
4410L	Building Maintenance	5/11/18	2018-00320003	VILLAGE OF MT. PROSPECT	84.27
4420L	Equipment Maintenance	5/14/18	9786842378	W. W. GRAINGER, INC.	9.42
4420L	Equipment Maintenance	5/23/18	42108	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	5/6/18		SHELL OIL COMPANY	(2.40)
4420L	Equipment Maintenance	5/9/18	0060967	MC/BILL'S POWER EQUIPMENT	255.28
4420L	Equipment Maintenance	5/9/18	0060968	MC/BILL'S POWER EQUIPMENT	255.34
4420L	Equipment Maintenance	5/9/18	137216	BUSSE AUTOMOTIVE	79.09
4420L	Equipment Maintenance	5/14/18	1814101	ESPOSITO PIANO SERVICE	105.00
4420L	Equipment Maintenance	5/14/18		SHELL OIL COMPANY	42.05
4420L	Equipment Maintenance	5/11/18	NAYAX05/11/2018	NAYAX LLC	63.60
4420L	Equipment Maintenance	5/11/18	112-0375163-8956249	MC/AMAZON	186.86
4420L	Equipment Maintenance	5/21/18	INVIS026176	SIRSIDYNIX	8,870.28
4420L	Equipment Maintenance	5/2/18	113-8462126-6701818	MC/AMAZON	95.00
4440L	Janitorial	5/1/18	25291	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	5/10/18	022623880	CINTAS #22	73.23
4440L	Janitorial	5/24/18	022629864	CINTAS #22	73.23
4440L	Janitorial	5/1/18	125211	SUPERIOR INDUSTRIAL SUPPLY	445.48
4440L	Janitorial	5/9/18	3903045-0	WAREHOUSE DIRECT	561.79
4440L	Janitorial	5/16/18	125914	SUPERIOR INDUSTRIAL SUPPLY	303.58
4440L	Janitorial	5/16/18	125933	SUPERIOR INDUSTRIAL SUPPLY	50.15
4440L	Janitorial	5/23/18	42109	NERADT ACE HARDWARE	12.98
4440L	Janitorial	5/30/18	125933A	SUPERIOR INDUSTRIAL SUPPLY	47.40
4440L	Janitorial	5/11/18	2018-00320003	VILLAGE OF MT. PROSPECT	585.62
4450L	Equipment	5/1/18	114-2497986-5351419	MC/AMAZON	319.92

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4450L	Equipment	5/8/18	112-17172025-4584209	MC/AMAZON	34.95
4450L	Equipment	5/11/18	112-0375163-8956249	MC/AMAZON	62.98
4450L	Equipment	5/16/18	112-5574227-5786630	MC/AMAZON	39.96
4450L	Equipment	5/16/18	112-2338787-4505802	MC/AMAZON	41.88
4450L	Equipment	5/22/18	1121849049-2849001	MC/AMAZON	77.21
4460L	Utilities	5/4/18	2308046	CONSTELLATION NEWENERGY- GAS DIVISION	1,959.46
4460L	Utilities	5/15/18	05/15/2018	VILLAGE OF MT. PROSPECT	647.25
4460L	Utilities	5/11/18	2018-00320003	VILLAGE OF MT. PROSPECT	281.97
4610L	Adult Books	5/1/18	2033684199	BAKER AND TAYLOR	464.00
4610L	Adult Books	5/1/18	212217	MERGENT, INC.	305.00
4610L	Adult Books	5/1/18	210521	MERGENT, INC.	906.00
4610L	Adult Books	5/1/18	0003089188	BAKER AND TAYLOR	(19.78)
4610L	Adult Books	5/1/18	5014991578	BAKER AND TAYLOR	40.67
4610L	Adult Books	5/2/18	63616967	GALE	265.40
4610L	Adult Books	5/2/18	63617058	GALE	236.16
4610L	Adult Books	5/2/18	63617248	GALE	167.94
4610L	Adult Books	5/3/18	0003092328	BAKER AND TAYLOR	(16.95)
4610L	Adult Books	5/3/18	0003092329	BAKER AND TAYLOR	(22.59)
4610L	Adult Books	5/3/18	0003092330	BAKER AND TAYLOR	(14.12)
4610L	Adult Books	5/3/18	2033692362	BAKER AND TAYLOR	1,341.23
4610L	Adult Books	5/3/18	939602	GREY HOUSE PUBLISHING	461.95
4610L	Adult Books	5/4/18	3022178536	BAKER AND TAYLOR	65.30
4610L	Adult Books	5/4/18	2033695941	BAKER AND TAYLOR	773.09
4610L	Adult Books	5/7/18	2033701143	BAKER AND TAYLOR	416.70
4610L	Adult Books	5/7/18	3022181655	BAKER AND TAYLOR	11.28
4610L	Adult Books	5/8/18	63643954	GALE	24.74
4610L	Adult Books	5/9/18	349895	GREY HOUSE PUBLISHING	195.00
4610L	Adult Books	5/9/18	945039	GREY HOUSE PUBLISHING	152.00
4610L	Adult Books	5/10/18	2033708549	BAKER AND TAYLOR	816.29
4610L	Adult Books	5/11/18	3022188799	BAKER AND TAYLOR	75.93
4610L	Adult Books	5/11/18	2033711676	BAKER AND TAYLOR	618.74
4610L	Adult Books	5/11/18	5180147	GENEALOGICAL PUBLISHING CO. INC.	65.45

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4610L	Adult Books	5/12/18	945037	GREY HOUSE PUBLISHING	498.75
4610L	Adult Books	5/14/18	2033716795	BAKER AND TAYLOR	468.99
4610L	Adult Books	5/14/18	153989	CHILDREN'S PLUS INC.	89.85
4610L	Adult Books	5/15/18	2033718816	BAKER AND TAYLOR	747.18
4610L	Adult Books	5/15/18	63675185	GALE	25.59
4610L	Adult Books	5/15/18	21730290	NATIONAL GENEALOGICAL SOCIETY	38.06
4610L	Adult Books	5/15/18	5015012372	BAKER AND TAYLOR	188.40
4610L	Adult Books	5/15/18	945038	GREY HOUSE PUBLISHING	171.00
4610L	Adult Books	5/17/18	3022197635	BAKER AND TAYLOR	73.83
4610L	Adult Books	5/18/18	63707841	GALE	26.39
4610L	Adult Books	5/18/18	2033725559	BAKER AND TAYLOR	678.96
4610L	Adult Books	5/18/18	514791A	SUBWAY STAMP SHOP, INC.	107.99
4610L	Adult Books	5/18/18	514810A	SUBWAY STAMP SHOP, INC.	129.39
4610L	Adult Books	5/21/18	2033729377	BAKER AND TAYLOR	511.46
4610L	Adult Books	5/21/18	3022201626	BAKER AND TAYLOR	40.63
4610L	Adult Books	5/22/18	2033732981	BAKER AND TAYLOR	386.46
4610L	Adult Books	5/23/18	2033740294	BAKER AND TAYLOR	603.90
4610L	Adult Books	5/24/18	2033740797	BAKER AND TAYLOR	374.39
4610L	Adult Books	5/24/18	3022208771	BAKER AND TAYLOR	24.80
4610L	Adult Books	5/24/18	55473	KOREAN BOOKS	629.70
4610L	Adult Books	5/29/18	2033746032	BAKER AND TAYLOR	583.64
4610L	Adult Books	5/29/18	5015031759	BAKER AND TAYLOR	55.70
4610L	Adult Books	5/30/18	2033748707	BAKER AND TAYLOR	342.25
4610L	Adult Books	5/30/18	3022213721	BAKER AND TAYLOR	26.62
4610L	Adult Books	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	1,631.93
4610L	Adult Books	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	(1.51)
4610L	Adult Books	5/8/18	2033705145	BAKER AND TAYLOR	34.52
4610L	Adult Books	5/10/18	2033708567	BAKER AND TAYLOR	79.15
4610L	Adult Books	5/18/18	2033727397	BAKER AND TAYLOR	10.16
4610L	Adult Books	5/25/18	2033744065	BAKER AND TAYLOR	10.11
4610L	Adult Books	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	22.00
4620L	Adult AV	5/1/18	75781001	RECORDED BOOKS, LLC	7.95
4620L	Adult AV	5/2/18	B89008941	BAKER & TAYLOR INC.	18.36

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Account ID	Account Description	Date	Reference	Transaction Description	Amount
4620L	Adult AV	5/2/18	B89008942	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	5/2/18	B89008943	BAKER & TAYLOR INC.	73.48
4620L	Adult AV	5/2/18	B89008940	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/3/18	B89227120	BAKER & TAYLOR INC.	14.23
4620L	Adult AV	5/3/18	B89227121	BAKER & TAYLOR INC.	23.87
4620L	Adult AV	5/3/18	2033692362	BAKER AND TAYLOR	144.23
4620L	Adult AV	5/4/18	SINV07589602	THE GREAT COURSES	509.65
4620L	Adult AV	5/4/18	3022178536	BAKER AND TAYLOR	38.48
4620L	Adult AV	5/7/18	B89454660	BAKER & TAYLOR INC.	34.99
4620L	Adult AV	5/7/18	B89454661	BAKER & TAYLOR INC.	12.73
4620L	Adult AV	5/9/18	B89801270	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	5/9/18	B89820310	BAKER & TAYLOR INC.	60.32
4620L	Adult AV	5/9/18	96078139	MIDWEST TAPE	89.98
4620L	Adult AV	5/9/18	96079580	MIDWEST TAPE	109.97
4620L	Adult AV	5/10/18	B89638900	BAKER & TAYLOR INC.	26.66
4620L	Adult AV	5/10/18	B89638901	BAKER & TAYLOR INC.	176.33
4620L	Adult AV	5/10/18	B89638902	BAKER & TAYLOR INC.	28.67
4620L	Adult AV	5/10/18	B89638903	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	5/10/18	B89638904	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	5/10/18	B89893890	BAKER & TAYLOR INC.	14.98
4620L	Adult AV	5/10/18	B89893891	BAKER & TAYLOR INC.	10.55
4620L	Adult AV	5/10/18	Q23706830	BAKER & TAYLOR INC.	22.91
4620L	Adult AV	5/10/18	S06842619	THE GREAT COURSES	249.80
4620L	Adult AV	5/11/18	B89971050	BAKER & TAYLOR INC.	18.36
4620L	Adult AV	5/14/18	B90176180	BAKER & TAYLOR INC.	4.39
4620L	Adult AV	5/14/18	B90176190	BAKER & TAYLOR INC.	25.36
4620L	Adult AV	5/16/18	B90250270	BAKER & TAYLOR INC.	19.33
4620L	Adult AV	5/16/18	B90250271	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	5/16/18	B90250272	BAKER & TAYLOR INC.	26.45
4620L	Adult AV	5/16/18	96099780	MIDWEST TAPE	49.99
4620L	Adult AV	5/16/18	96099781	MIDWEST TAPE	29.99
4620L	Adult AV	5/16/18	96099782	MIDWEST TAPE	39.99
4620L	Adult AV	5/17/18	B90358750	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	5/21/18	B90718240	BAKER & TAYLOR INC.	26.01

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4620L	Adult AV	5/22/18	96116784	MIDWEST TAPE	79.98
4620L	Adult AV	5/22/18	96116786	MIDWEST TAPE	24.99
4620L	Adult AV	5/24/18	B90773570	BAKER & TAYLOR INC.	23.76
4620L	Adult AV	5/24/18	B90773571	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	5/24/18	B91038020	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/24/18	INV180504	MC/ZIPPORAH FILMS	41.90
4620L	Adult AV	5/25/18	B91037940	BAKER & TAYLOR INC.	29.36
4620L	Adult AV	5/25/18	B91037990	BAKER & TAYLOR INC.	62.40
4620L	Adult AV	5/29/18	Q24874300	BAKER & TAYLOR INC.	11.03
4620L	Adult AV	5/29/18	Q24874560	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	5/30/18	96141375	MIDWEST TAPE	39.99
4620L	Adult AV	5/30/18	96141376	MIDWEST TAPE	14.99
4620L	Adult AV	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	1,395.63
4620L	Adult AV	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	(64.24)
4620L	Adult AV	5/31/18	B91240360	BAKER & TAYLOR INC.	22.92
4620L	Adult AV	5/31/18	B91240361	BAKER & TAYLOR INC.	25.71
4620L	Adult AV	5/31/18	B91240362	BAKER & TAYLOR INC.	104.23
4620L	Adult AV	5/14/18	B89638530	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	165.63
4630L	Youth Books	5/1/18	0003089229	BAKER AND TAYLOR	(5.94)
4630L	Youth Books	5/1/18	0003089230	BAKER AND TAYLOR	(8.47)
4630L	Youth Books	5/3/18	2033692331	BAKER AND TAYLOR	481.02
4630L	Youth Books	5/3/18	0003092331	BAKER AND TAYLOR	(27.19)
4630L	Youth Books	5/3/18	0003092332	BAKER AND TAYLOR	(9.60)
4630L	Youth Books	5/3/18	0003092333	BAKER AND TAYLOR	(5.94)
4630L	Youth Books	5/4/18	153412	CHILDREN'S PLUS INC.	95.94
4630L	Youth Books	5/4/18	153436	CHILDREN'S PLUS INC.	154.38
4630L	Youth Books	5/4/18	153437	CHILDREN'S PLUS INC.	16.99
4630L	Youth Books	5/5/18	2033697991	BAKER AND TAYLOR	509.15
4630L	Youth Books	5/7/18	2033701084	BAKER AND TAYLOR	40.69
4630L	Youth Books	5/7/18	3022180573	BAKER AND TAYLOR	175.55
4630L	Youth Books	5/10/18	2033709221	BAKER AND TAYLOR	399.61
4630L	Youth Books	5/14/18	3022191950	BAKER AND TAYLOR	7.34

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4630L	Youth Books	5/15/18	2033715845	BAKER AND TAYLOR	448.72
4630L	Youth Books	5/15/18	154065	CHILDREN'S PLUS INC.	71.80
4630L	Youth Books	5/15/18	154070	CHILDREN'S PLUS INC.	1,442.27
4630L	Youth Books	5/15/18	154091	CHILDREN'S PLUS INC.	501.92
4630L	Youth Books	5/15/18	154061	CHILDREN'S PLUS INC.	533.70
4630L	Youth Books	5/15/18	154062	CHILDREN'S PLUS INC.	194.41
4630L	Youth Books	5/15/18	154063	CHILDREN'S PLUS INC.	765.85
4630L	Youth Books	5/15/18	154064	CHILDREN'S PLUS INC.	45.94
4630L	Youth Books	5/15/18	154066	CHILDREN'S PLUS INC.	433.86
4630L	Youth Books	5/15/18	154067	CHILDREN'S PLUS INC.	986.46
4630L	Youth Books	5/15/18	154068	CHILDREN'S PLUS INC.	610.82
4630L	Youth Books	5/15/18	154069	CHILDREN'S PLUS INC.	423.07
4630L	Youth Books	5/15/18	154082	CHILDREN'S PLUS INC.	251.46
4630L	Youth Books	5/15/18	154085	CHILDREN'S PLUS INC.	81.80
4630L	Youth Books	5/15/18	154086	CHILDREN'S PLUS INC.	78.92
4630L	Youth Books	5/15/18	154090	CHILDREN'S PLUS INC.	435.93
4630L	Youth Books	5/15/18	154092	CHILDREN'S PLUS INC.	750.16
4630L	Youth Books	5/15/18	154094	CHILDREN'S PLUS INC.	481.05
4630L	Youth Books	5/15/18	154095	CHILDREN'S PLUS INC.	932.50
4630L	Youth Books	5/15/18	154096	CHILDREN'S PLUS INC.	402.02
4630L	Youth Books	5/15/18	154098	CHILDREN'S PLUS INC.	633.67
4630L	Youth Books	5/16/18	2033721758	BAKER AND TAYLOR	245.31
4630L	Youth Books	5/16/18	154131	RAINBOW BOOK COMPANY	175.40
4630L	Youth Books	5/17/18	2033724361	BAKER AND TAYLOR	527.39
4630L	Youth Books	5/18/18	2033727338	BAKER AND TAYLOR	286.78
4630L	Youth Books	5/18/18	154316	CHILDREN'S PLUS INC.	525.37
4630L	Youth Books	5/18/18	154318	CHILDREN'S PLUS INC.	1,300.36
4630L	Youth Books	5/18/18	154345	RAINBOW BOOK COMPANY	352.00
4630L	Youth Books	5/19/18	154408	RAINBOW BOOK COMPANY	14.95
4630L	Youth Books	5/21/18	3022201225	BAKER AND TAYLOR	30.12
4630L	Youth Books	5/22/18	2033731810	BAKER AND TAYLOR	266.68
4630L	Youth Books	5/22/18	2033735139	BAKER AND TAYLOR	575.30
4630L	Youth Books	5/23/18	INV100503	MC/COMIX REVOLUTION	65.83
4630L	Youth Books	5/24/18	2033740640	BAKER AND TAYLOR	611.54

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4630L	Youth Books	5/24/18	3022208785	BAKER AND TAYLOR	167.47
4630L	Youth Books	5/29/18	2033746088	BAKER AND TAYLOR	475.29
4630L	Youth Books	5/29/18	154931	RAINBOW BOOK COMPANY	646.20
4630L	Youth Books	5/29/18	3022212877	BAKER AND TAYLOR	58.93
4630L	Youth Books	5/30/18	2033752741	BAKER AND TAYLOR	547.00
4630L	Youth Books	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	370.54
4630L	Youth Books	5/31/18	47046	RECORDED BOOKS, LLC - Reclass of Inv. 75780118 from 4630L to 4640L	(17.99)
4630L	Youth Books	5/31/18	155202	CHILDREN'S PLUS INC.	143.10
4630L	Youth Books	5/3/18	0003092334	BAKER AND TAYLOR	(4.75)
4630L	Youth Books	5/8/18	2033705145	BAKER AND TAYLOR	10.08
4630L	Youth Books	5/10/18	2033708567	BAKER AND TAYLOR	5.33
4630L	Youth Books	5/11/18	2033714269	BAKER AND TAYLOR	8.47
4630L	Youth Books	5/17/18	3022198634	BAKER AND TAYLOR	39.47
4630L	Youth Books	5/18/18	2033727397	BAKER AND TAYLOR	81.70
4630L	Youth Books	5/25/18	2033744065	BAKER AND TAYLOR	60.84
4630L	Youth Books	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	25.10
4640L	Youth AV	5/1/18	17013769	WESTON WOODS STUDIOS	65.95
4640L	Youth AV	5/1/18	17013792	WESTON WOODS STUDIOS	97.95
4640L	Youth AV	5/7/18	B89008950	BAKER & TAYLOR INC.	8.08
4640L	Youth AV	5/7/18	B89008951	BAKER & TAYLOR INC.	51.43
4640L	Youth AV	5/9/18	96079547	MIDWEST TAPE	39.99
4640L	Youth AV	5/9/18	96079548	MIDWEST TAPE	47.99
4640L	Youth AV	5/9/18	96079549	MIDWEST TAPE	34.99
4640L	Youth AV	5/14/18	B89638910	BAKER & TAYLOR INC.	25.71
4640L	Youth AV	5/15/18	75788446	RECORDED BOOKS, LLC	12.60
4640L	Youth AV	5/16/18	96099306	MIDWEST TAPE	58.48
4640L	Youth AV	5/16/18	96099308	MIDWEST TAPE	54.99
4640L	Youth AV	5/16/18	96099309	MIDWEST TAPE	49.99
4640L	Youth AV	5/16/18	96099770	MIDWEST TAPE	13.99
4640L	Youth AV	5/18/18	2033727338	BAKER AND TAYLOR	12.74
4640L	Youth AV	5/21/18	B90250280	BAKER & TAYLOR INC.	22.04
4640L	Youth AV	5/21/18	B90250281	BAKER & TAYLOR INC.	18.36
4640L	Youth AV	5/21/18	B90250282	BAKER & TAYLOR INC.	43.25

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4640L	Youth AV	5/21/18	3022201225	BAKER AND TAYLOR	8.47
4640L	Youth AV	5/22/18	96116781	MIDWEST TAPE	29.24
4640L	Youth AV	5/22/18	96116782	MIDWEST TAPE	11.99
4640L	Youth AV	5/29/18	B90773580	BAKER & TAYLOR INC.	11.01
4640L	Youth AV	5/29/18	2033746088	BAKER AND TAYLOR	16.74
4640L	Youth AV	5/30/18	96142170	MIDWEST TAPE	19.99
4640L	Youth AV	5/30/18	96142171	MIDWEST TAPE	14.99
4640L	Youth AV	5/30/18	96142172	MIDWEST TAPE	29.99
4640L	Youth AV	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	397.01
4640L	Youth AV	5/31/18	47046	RECORDED BOOKS, LLC - Reclass of Inv. 75780118 from 4630L to 4640L	17.99
4640L	Youth AV	5/31/18	116069	LIVE OAK MEDIA	39.95
4640L	Youth AV	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	318.65
4640L	Youth AV	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	(15.22)
4650L	Subscriptions	5/1/18	18HIGHLIGHTS	HIGHLIGHTS FOR CHILDREN	36.00
4650L	Subscriptions	5/1/18	3730859-R4	INFORMATION TODAY	288.00
4650L	Subscriptions	5/1/18	3610143-B1	LIBRARY JOURNAL	473.97
4650L	Subscriptions	5/1/18	18NGESP	NATIONAL GEOGRAPHIC EN ESPANOL	38.50
4650L	Subscriptions	5/1/18	18NGTRAVEL	NATIONAL GEOGRAPHIC TRAVELER	20.00
4650L	Subscriptions	5/1/18	18COMBRIEF	BUSINESS MANAGEMENT DAILY	129.00
4650L	Subscriptions	5/1/18	18KNITS	KNIT SIMPLE	29.95
4650L	Subscriptions	5/1/18	18ATLANTIC	ATLANTIC	24.95
4650L	Subscriptions	5/1/18	18EASYNEWS	EASY ENGLISH NEWS	33.00
4650L	Subscriptions	5/1/18	18MCCALLS	McCALL'S QUILTING	21.98
4650L	Subscriptions	5/1/18	18PSYCH	PSYCHOLOGY TODAY	39.97
4650L	Subscriptions	5/1/18	18DH-C1	PADDOCK PUBLICATIONS	189.80
4650L	Subscriptions	5/1/18	18DH-C2	PADDOCK PUBLICATIONS	189.80
4650L	Subscriptions	5/1/18	18DH-C3	PADDOCK PUBLICATIONS	189.50
4650L	Subscriptions	5/2/18		MC/KALINOWSKI MARKET	15.90
4650L	Subscriptions	5/14/18	inv#18GIRLS	MC/GIRLS LIFE	39.95
4650L	Subscriptions	5/14/18	inv#18BD0518	MC/BEST DEAL MAGAZINES	28.90
4650L	Subscriptions	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2.95
4650L	Subscriptions	5/17/18	18IVI	INDEPENDENT ADVISOR for VANGUARD	99.00
4650L	Subscriptions	5/25/18	S35861	BOOK PAGE	528.00

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4650L	Subscriptions	5/29/18	35308	KOREA DAILY	(33.30)
4650L	Subscriptions	5/31/18	EFT1599360784	SYNCHRONY/AMAZON	49.00
4650L	Subscriptions	5/31/18	18SUNTIMES1	CHICAGO SUN TIMES	286.00
4650L	Subscriptions	5/31/18	18OUTSIDE	OUTSIDE	29.95
4650L	Subscriptions	5/1/18	18EASYNEWS	EASY ENGLISH NEWS	33.00
4650L	Subscriptions	5/1/18	18CHOP ESP	CHOP CHOP KIDS	26.95
4650L	Subscriptions	5/13/18	INV#18WSJ2-3Q	MC/WALL STREET JOURNAL	113.97
4660L	Electronic Resources	5/1/18	10003345036	INFOGROUP	9,971.00
4660L	Electronic Resources	5/1/18	838137189	WEST PAYMENT CENTER	1,820.00
4661L	Digital: Research	5/25/18	01018CO18094980	OVERDRIVE, INC.	212.98
4661L	Digital: Research	5/25/18	01018CO18094981	OVERDRIVE, INC.	175.98
4661L	Digital: Research	5/25/18	01018CO18094983	OVERDRIVE, INC.	211.00
4661L	Digital: Research	5/1/18	63397366	GALE	822.80
4661L	Digital: Research	5/10/18	01018CO18085462	OVERDRIVE, INC.	674.38
4661L	Digital: Research	5/10/18	01018CO18085463	OVERDRIVE, INC.	74.97
4661L	Digital: Research	5/10/18	01018CO18085464	OVERDRIVE, INC.	610.63
4661L	Digital: Research	5/1/18	75781191	RECORDED BOOKS, LLC	2,000.00
4661L	Digital: Research	5/1/18	75781293	RECORDED BOOKS, LLC	5,078.31
4661L	Digital: Research	5/1/18	96053729	MIDWEST TAPE	1,721.88
4661L	Digital: Research	5/31/18	96149317	MIDWEST TAPE	1,853.41
4661L	Digital: Research	5/25/18	01018CO18094982	OVERDRIVE, INC.	117.98
4661L	Digital: Research	5/25/18	01018CO18094984	OVERDRIVE, INC.	14.98
4661L	Digital: Research	5/25/18	01018CO18094985	OVERDRIVE, INC.	171.92
4661L	Digital: Research	5/25/18	01018CO18094986	OVERDRIVE, INC.	191.96
4661L	Digital: Research	5/25/18	01018CO18094987	OVERDRIVE, INC.	73.95
4661L	Digital: Research	5/25/18	01018CO18094989	OVERDRIVE, INC.	1,094.85
4661L	Digital: Research	5/25/18	01018CO18094990	OVERDRIVE, INC.	621.96
4680L	Processing	5/14/18	3899756-0	WAREHOUSE DIRECT	16.81
4680L	Processing	5/8/18	200001888	MC/POLYLINE	118.76
4680L	Processing	5/14/18	6376681	DEMCO	207.52

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4690L	Programs	5/1/18	01/09/18	SCHOLASTIC, INC.	(48.85)
4690L	Programs	5/3/18	PAYROLL05/04/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	10.47
4690L	Programs	5/3/18		MC/COMIX REVOLUTION	16.66
4690L	Programs	5/4/18		MC/CROWN TROPHY	109.04
4690L	Programs	5/8/18	112-1577119-4465813	MC/AMAZON	111.92
4690L	Programs	5/9/18	17068879	SCHOLASTIC, INC.	1,000.00
4690L	Programs	5/10/18	18-6708	RIVERSHORE READING STORE	37.00
4690L	Programs	5/10/18	112-7320362-2835416	MC/AMAZON	35.94
4690L	Programs	5/12/18	3377973735	STAPLES BUSINESS ADVANTAGE	34.59
4690L	Programs	5/15/18		MC/BROOKFIELD ZOO	71.80
4690L	Programs	5/16/18	690050570-01	FUN EXPRESS	311.41
4690L	Programs	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	106.20
4690L	Programs	5/23/18	112-6913098-0305821	MC/AMAZON	45.71
4690L	Programs	5/30/18	PettyCash05/30/2018	PETTY CASH	39.96
4690L	Programs	5/31/18	PAYROLL06/01/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	78.48
4690L	Programs	5/26/18	MN69WNGNWB	MC/ITUNES	3.18
4690L	Programs	5/22/18	46995	GLENN ADELSON	250.00
4690L	Programs	5/29/18	47018	BRIAN MICHALSKI	150.00
4690L	Programs	5/30/18	3170	THE GARDEN CLUB OF MOUNT PROSPECT	(150.00)
4690L	Programs	5/18/18	46967	MELISSA MAYBERRY	90.00
4690L	Programs	5/18/18	46968	MOLLY SCHOENHERR	90.00
4690L	Programs	5/18/18	46969	SARAH UDZIELAK	90.00
4690L	Programs	5/22/18	46997	JOHN MOSMAN	90.00
4690L	Programs	5/3/18		MC/COMIX REVOLUTION	16.66
4690L	Programs	5/7/18		MC/WALGREENS	15.95
4690L	Programs	5/14/18		MC/MARIANO'S	13.98
4690L	Programs	5/1/18	113-1065574-6893846	MC/AMAZON	40.53
4690L	Programs	5/2/18		MC/WALMART	35.93
4690L	Programs	5/2/18		MC/PARTY CITY	18.94
4690L	Programs	5/3/18		MC/COMIX REVOLUTION	16.68
4690L	Programs	5/23/18		MC/WALMART	4.56
4690L	Programs	5/29/18	47019	SYLVAN LEARNING CENTER	220.00
4690L	Programs	5/1/18	113-5097260-7712263	MC/AMAZON	54.00
4690L	Programs	5/3/18	PAYROLL05/04/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	55.38

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4690L	Programs	5/3/18		MC/COMIX REVOLUTION	10.00
4690L	Programs	5/7/18	111-5950267-9309041	MC/AMAZON	8.85
4690L	Programs	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	72.36
4690L	Programs	5/29/18	3022212890	BAKER AND TAYLOR	6.98
4690L	Programs	5/31/18	PAYROLL06/01/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	66.84
					<u>\$ 760,520.32</u>
9530L	Foundation Sponsored Expense	5/17/18	46971	GLOBAL PUNGMUL INSTITUTE	500.00
9530L	Foundation Sponsored Expense	5/8/18	46962	SHAKESPEARE PROJECT OF CHICAGO	850.00
9530L	Foundation Sponsored Expense	5/22/18	46996	BRUCE BOHRER	475.00
9540L	Friends Sponsored Expense	5/8/18	46961	SUSY GOELKEL	150.00
9540L	Friends Sponsored Expense	5/1/18	5186	PEERLESS MARKETING IMPRESSIONS	468.76
9540L	Friends Sponsored Expense	5/17/18	46970	OLD TOWN SCHOOL OF FOLK MUSIC	250.00
9540L	Friends Sponsored Expense	5/18/18	2033725559	BAKER AND TAYLOR	114.12
9540L	Friends Sponsored Expense	5/21/18	2033729377	BAKER AND TAYLOR	161.60
9540L	Friends Sponsored Expense	5/23/18	2033740294	BAKER AND TAYLOR	121.44
9540L	Friends Sponsored Expense	5/29/18		MC/VALLI	157.06
9540L	Friends Sponsored Expense	5/30/18	PettyCash05/30/2018	PETTY CASH	27.45
9540L	Friends Sponsored Expense	5/30/18	PettyCash05/30/2018	PETTY CASH	51.22
9540L	Friends Sponsored Expense	5/27/18		MC/LITTLE VILLA	94.69
9540L	Friends Sponsored Expense	5/31/18	03-05/31/2018	Reclass of January "Cookies with the Board" from 9540L to 4290L	(7.98)
9540L	Friends Sponsored Expense	5/31/18	03-05/31/2018	Reclass of February "Cookies with the Board" from 9540L to 4290L	(12.05)
9540L	Friends Sponsored Expense	5/1/18		MC/SHINDIGZ	28.98
9540L	Friends Sponsored Expense	5/1/18		MC/Jewel	8.98
9540L	Friends Sponsored Expense	5/2/18		MC/TRUE VALUE	2.08
9540L	Friends Sponsored Expense	5/2/18		MC/MICHAELS	2.63
9540L	Friends Sponsored Expense	5/2/18		MC/SHINDIGZ	8.79
9540L	Friends Sponsored Expense	5/8/18		MC/DOLLAR STORE	2.20
9540L	Friends Sponsored Expense	5/10/18		MC/DOLLAR STORE	14.00
9540L	Friends Sponsored Expense	5/15/18		MC/SHINDIGZ	33.96
9540L	Friends Sponsored Expense	5/15/18		MC/SHINDIGZ	144.86
9540L	Friends Sponsored Expense	5/17/18		MC/DOLLAR STORE	27.08
9540L	Friends Sponsored Expense	5/19/18		MC/SHINDIGZ	135.41

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
9540L	Friends Sponsored Expense	5/23/18		MC/DOLLAR STORE	8.80
9540L	Friends Sponsored Expense	5/31/18		MC/PARTY CITY -	118.87
9540L	Friends Sponsored Expense	5/17/18	PAYROLL05/18/2018	EXPENSE REIMBURSEMENTS TO EMPLOYEES	42.24
9540L	Friends Sponsored Expense	5/22/18		MC/PANERA BREAD	225.30
9540L	Friends Sponsored Expense	5/30/18	PettyCash05/30/2018	PETTY CASH	121.43
9540L	Friends Sponsored Expense	5/30/18		MC/DUNKIN DONUTS	124.00
9540L	Friends Sponsored Expense	5/1/18		MC/TORTORICE'S	39.90
9540L	Friends Sponsored Expense	5/23/18		MC/TORTORICE'S	47.85
9540L	Friends Sponsored Expense	5/29/18		MC/WALMART	165.96
9540L	Friends Sponsored Expense	5/24/18	2033740797	BAKER AND TAYLOR	739.43
9540L	Friends Sponsored Expense	5/24/18	3022208771	BAKER AND TAYLOR	165.14
9540L	Friends Sponsored Expense	5/29/18	2033746032	BAKER AND TAYLOR	5.94
9540L	Friends Sponsored Expense	5/25/18	2033744065	BAKER AND TAYLOR	112.43
9540L	Friends Sponsored Expense	5/1/18	111-1539844-3859439	MC/AMAZON	74.74
9540L	Friends Sponsored Expense	5/4/18	111-9447958-0595451	MC/AMAZON	52.29
9540L	Friends Sponsored Expense	5/8/18	111-5578841-9217821	MC/AMAZON	299.74
9540L	Friends Sponsored Expense	5/11/18	2033714269	BAKER AND TAYLOR	88.13
9540L	Friends Sponsored Expense	5/1/18	69511	INTERIOR TROPICAL GARDENS	92.00
9560L	Village Shared Expense	5/16/18	847Z99078805-2018	AT&T - 40%	238.77
9560L	Village Shared Expense	5/16/18	847Z99181905-2018	AT&T - 50%	152.38
Total Library Fund Expenses for May, 2018					<u>\$ 767,245.94</u>

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
7730B	Bldg Fd: Equipment	5/1/18	SI0039290-US	BIBLIOTHECA, LLC	\$ 111,268.00
7730B	Bldg Fd: Equipment	5/1/18	SI0039468-US	BIBLIOTHECA, LLC	796.00
7750B-011	Bldg Fd: Reconfiguration	5/1/18	00021-2018	MEYER SCHERER & ROCKCASTLE	4,271.45
7750B-011	Bldg Fd: Reconfiguration	5/8/18	304290	BHFX LLC	66.56
7750B-011	Bldg Fd: Reconfiguration	5/9/18	T4499896	PADDOCK PUBLICATIONS, INC.	270.00
7750B-011	Bldg Fd: Reconfiguration	5/9/18	113-7818349-3795445	MC/AMAZON	903.65
7750B-011	Bldg Fd: Reconfiguration	5/16/18	13908483	KRUEGER INTERNATIONAL , INC.	353.00
7750B-011	Bldg Fd: Reconfiguration	5/23/18	325540	MIDCO, INC.	1,577.20
7750B-014	Bldg Fd: Furnishng Strtgc Plan	5/1/18	00022-2018	MEYER SCHERER & ROCKCASTLE	3,809.50
Total Capital Project Reserve Fund Expenses for May, 2018					<u><u>\$ 123,315.36</u></u>

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
3701D	Interest Expense	5/31/18	1-05/31/2018	To record 5/2018 Interest Expense accrual (\$176,150 x 1/12).	\$ 14,679.15
Total Debt Service Fund Expenses for May, 2018					\$ 14,679.15

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

Account ID	Account Description	Date	Reference	Transaction Description	Amount
8710G	Gift Fund: Books	5/31/18	EFT1599360784	SYNCHRONY/AMAZON - A.Kruse memorial	\$ 50.00
8740G	Gift Fund: Operating Expenses	5/30/18	GIFT05/30/2018	DONATIONS credit card fees	34.94
8760G	Gift Fund: Miscellaneous Expense	5/4/18	1408	GREGORY DUDZIENSKI - Clough Fund	600.00
Total Gift Fund Expenses for May, 2018					\$ 684.94

EXECUTIVE DIRECTOR'S MAY 2018 MONTHLY REPORT

HIGHLIGHTS

After months of preparation, the Second Floor Workroom reconfiguration project finally kicked-off on May 1 as planned. The project was impactful for Building Services, IT, Fiction/AV/Teen, and Research staff for much of the month. Once workroom staff were relocated to temporary desks in Room 168 and the Youth Activity Room (complete with concurrent migration to new computers with the Windows 10 operating environment), contracted work began on disassembling original furnishing configuration and staging of new furnishings. KI's installer and Prospect Electric worked in tandem disconnecting cubicles and then reassembling them in the new configuration (complete with new height-adjustable desks for all affected staff), subsequently reinstalling power, data, and telephone lines. Work proceeded according to plan and timeline, concluding with the installation of the new small conference room made of modular Genius Walls. With the Library closed on May 18 for Staff In-service Day, the final work was completed and was turned over to staff for the finishing touches. Building Services patched and painted walls, replaced worn carpeting, and performed a deep clean that weekend and into the following week. At the same time, IT staff began systematically moving computers and equipment from the temporary work spaces to the new workroom. Staff began officially re-occupying the workroom on Monday, May 21, ahead of plan. Feedback from staff has been positive.

Finals week for high schoolers was marked by the semiannual Exam Cram programming. To support students, snacks and stress balls were provided, as well as tutoring sessions from Sylvan Learning Center, and therapy dogs from Rainbow Animal Assisted Therapy for de-stressing. The Teen Space was designated as a study lounge and staffed by Fiction/AV/Teen Services staff: Evan Mather and Andrea Johnson, Teen Librarians, as well as Donna Culhane, Librarian, Samantha Chiappone, Assistant Department Head, and John McInnes, Department Head. Students responded to the snacks and stress relief offerings with enthusiastic gratitude.

Andrea Johnson, Evan Mather, and Jenny Massa, Program Librarian, all from Fiction/AV/Teen Services, presented a program at this year's Reaching Forward conference drawing from their experiences designing and executing escape room programs at MPPL.

A younger teen came to the desk, maybe 13 years old, and asked Abby Reiter, Research Services Program Librarian, for a piece of white computer paper, then left. She assumed he needed it for homework. However, a few minutes later, he came up and asked if Abby could show him how to use our typewriter! She was thrilled. She went to help him and there were about four other teens with him. They were all just curious as to how the typewriter worked and wanted to try it out. They told Abby they had never seen a typewriter in person before! She showed them how to start it up (they were amazed that it was electric – so Abby explained the difference between manual and electric typewriters, etc.). She also showed them how the keys differed from a computer in certain ways. After giving them the mini tutorial, they used the typewriter for quite

some time having quiet fun trying to figure out how exactly to use it. It is always interesting to see the small, unique opportunities for learning the Library provides.

On May 11, our new library cards arrived. This batch included the three winners from the National Library Week Contest. Interest in the new designs was high, and patrons anxiously awaited June 1, when they were available. ([Celebrate Library's 75th Anniversary in 2018.](#))



NewspaperARCHIVES digitized two reels of the *Mount Prospect Review* newspaper from the 1930's and early 1940's. The digitized newspapers are now part of the NewspaperARCHIVES database, are fully searchable, and are accessible to anyone who subscribes to the database. Scanning of the paper was free, and a copy of the file containing the scanned images was provided to the Library.

Patrons can now submit a request to have an exam proctored through the mopl.org Web site. A new Request a Proctor e-form was created to gather as much information from patrons as possible before agreeing to proctor exams. The request is forwarded to the Head of Research Services, who ensures the Library can meet the requirements of the institution administering the test. A Librarian is then assigned to proctor the test. The hope is that the new form emphasizes that we need at least a week advance notice before proctoring an exam and helps streamline the process. One person took advantage of the new form so far with positive results.

Joe Collier, Business Librarian, gave a presentation on the Mount Prospect Entrepreneur Initiative (MPEI) as part of the Business Librarian Online Conference. The event, organized by librarians from around the country, was an interactive, online conference planned by and intended for Librarians who work with businesspersons and entrepreneurs in their communities.

Anne Shaughnessy, Genealogy Librarian, and Marilyn Genter, Executive Director, attended the Memorial Day ceremony at Lions Park Veterans Memorial during which plaques honoring Mount Prospect military veterans who died while in service were unveiled. Anne Shaughnessy and Dale Heath, Research Services Department Head, helped the local VFW and American Legion research the lives of these men. Anne and the Library were acknowledged in the program.

The Library has agreed to participate in the FamilySearch Affiliate Library program. As a result, patrons and staff inside the Library will be able to access additional material

through FamilySearch.org, a Web site maintained by the Mormon Church for genealogical research.

Staff In-service Day

This year's Staff In-service Day: ***Digital Security and Privacy for you and Your Patrons*** featured Hannah Rainey from North Carolina State University and Brian Pichman from Evolveproject.org. Hannah provided the keynote presentation, which was designed to explain the issues that surround digital security and privacy, and through discussion and exercises provided ways to help staff secure online data and explain the issues to patrons.

In the afternoon, Hannah walked all staff through exercises that would help them strengthen their personal and work passwords. Through the exercises, staff worked with password generators and tested the strength of passwords they were creating.

Brian Pichman also worked with staff in the afternoon, sharing the latest digital gadgets and providing an opportunity for all staff to "play" with the many gadgets he set up. Through these fun experiences, staff tested gadgets that we provide for our patrons, as well as others that they have never used.

Tim Loga, Director of IT Services, Peter Balingit, Computer Services Supervisor, and Chris Amling, IT Services Supervisor, delivered our third afternoon presentation from IT Services. Each of them talked about how MPPL IT Services secures staff and patron data, how they keep our network safe, and how staff can remain safe when using various Web sites, respectively.

A post-SID survey was sent to all staff and from the initial results, we saw that staff gained a lot of insight into security their personal data. They also learned ways they can help the Library keep data safe. Staff were asked to name a step that they were going to put in place in a cybersecurity action plan; many of them stated that they would begin putting the many "safe password" practices in place.

Pat on the Back Winner: Kristen Morandi, Circulation Services

Employee of the Moment: Maria Romero, South Branch; Eva Kalbarczyk, Research Services; Julie Collins, Research Services; Abby Reiter, Research Services; Catherine Simmons, Research Services; Olga Smirnow, Circulation Services

TRENDS

Carol Morency, PR/Marketing Director, noted we had one of our best Facebook posts ever on May 16. The post asked "The first book that made me love reading was..." With more than 3,200 people reached (i.e., the number of people who in some way saw the post), we can now say that our best post had to do with books. Thanks to Dana Folkerts, Assistant Department Head Youth Services, for posting! And in answer to the

question, it seems classics still rule: Nancy Drew and the Hardy Boys, the Bobbsey Twins, the Boxcar Children, Charlotte’s Web, Ramona Quimby books, and Encyclopedia Brown were some of the more popular answers. *(Expand engagement by and with patrons through social media...)*

A Mount Prospect resident and employee of Illinois Legal Aid contacted Julie Collins, Assistant Department Head Research Services, to inquire if we would be interested in becoming a partner library and a “legal self-help center.” Julie arranged for a trainer to come to the Library and present IllinoisLegalAid.org Web site training to the Research Librarians in June and to discuss with staff the responsibilities of partner organizations. Librarians would be trained to navigate the Illinois Legal Aid Web site to help patrons answer a variety of legal questions. There are currently no other public libraries in the area offering this service, but they are reaching out to other libraries to partner. The Library’s subscription to Westlaw and status as a Depository Library make this partnership a natural fit for MPPL. *(Library will nurture existing partnerships, develop new relationships, build coalitions and participate in joint ventures.)*

Patrons were able to participate in a variety of fun activities as part of Free Comic Book Day. This allowed staff to test ideas in preparation for holding a large comic fest in 2019. Activities included a photo booth, word searches, and the creation of a Hulk bust in the 3-D printer. *(Explore opportunities for additional experiential activities.)*



STRATEGIC PLAN

It was exciting to have John Jay Elementary School’s ELL (English Language Learners) families back again this year for a one-hour program which included summer reading and other program promotion, stories read in English and Spanish, tours and general information. With 101 children and parents taking school buses to MPPL, we are always thrilled with their enthusiasm and kindness. One family told me that they came last year too and were excited to see even more things this year. Families were also pleased to see their school’s artwork on display on our Youth Department Bulletin board where it had been up for the entire month of May. *(Library will nurture existing partnerships...)*



A follow-up to our community conversation at the Mount Prospect Horizon Senior Center was held on May 29th. Although not as many residents attended this gathering, those that did were engaged in the process of evaluating the narrative we had developed based on the responses to the questions posed in the initial meeting. The narrative served as a springboard to more conversation about possible solutions to relieve the social and geographic isolation they feel. Not only will their feedback contribute to the overall community narrative but it provides us with ideas for potential Library services and programs. Sam Chiappone, Assistant Department Head Fiction/AV/Teen Services, and Denise Truppa, Readers' Advisor, talked to the group about the Homebound Service and were able to register two residents for the service. They also brought materials for checkout, and Circulation Assistant Donna Wilson was on hand to check the items out via mobile circulation. Looking ahead, conversations are being planned with the business community, the Interfaith Council, and with the community at large as we seek more input from a representative sample of the community and look for common themes. *(Library will nurture existing partnerships, develop new relationships, build coalitions and participate in joint ventures.)*

Marilyn Genther, Executive Director, Mary Smith, Youth Services Department Head, and Beth Corrigan-Buchen, Community Engagement Director, spoke via conference call with Jody Gray from ALA's Office of Diversity, Literacy, and Outreach Services (ODLO) for recommendations for consultants to guide us as we begin our work on this initiative. It turns out that ODLO is piloting an approach to cultural competency with leaders at the Brooklyn Public Library. They are working on a framework and indicated that they would be interested in working with MPPL as a second pilot location. This would be a mutually beneficial collaboration and we will talk with them later this summer to determine if it is a good fit. *(Provide staff training for serving special needs and multi-cultural populations.)*

The Staff Snapshot located on the staff bulletin board was started this month. The Snapshot showcases the "behind-the-scenes" work that a staff person does. Marci Buerger, Adult Programmer, was the first Snapshot. These will change every four to six weeks. *(Promote and demonstrate Library's value for the community by fostering advocates among staff...)*

Coordination and planning continued for the First Floor Circulation/Registration Lobby and Youth Entry project. Throughout the month, staff in Circulation, Registration, Youth, Building Services, IT Services, and Administration met with one another and exchanged

e-mails with the project team of MSR Design (architectural/design) to discuss details and devise solutions. Advertisement of the project for public bid was made in early May. Library staff and John Shales, Shales McNutt Construction management firm, hosted a well-attended pre-bid walk-through for potential bidders mid-month before the bid opening on May 25. Bids were received for the electrical, flooring, and painting trades, however no bids were submitted for the general trades package, which comprises the majority of the work (including casework for the new service desks and Youth canopy). After discussion with the general contractors from whom Shales was expecting to receive bids, it was determined that the contractors were concerned that they could not meet the timeframe for the millwork and therefore did not submit bids. Staff, Shales, and MSR evaluated available options and elected to hold the electrical, flooring, and painting bids (valid 90 days from receipt), and re-post for the general trades, adjusting the timeframe for project completion to October instead of August. While staff was disappointed that the project would not be completed before the Library's 75th Anniversary celebration on September 23, the new deadline would ensure completion in 2018 – otherwise the project would have to be deferred another year. Shales felt confident that the new timeline would net the necessary bids. The project was re-posted on May 31, with another pre-bid meeting scheduled for June 6 before the June 14 bid opening. We expect to make a recommendation to the Board for contract awards at the June 21 Board meeting. *(Library will provide inviting, convenient, well maintained, comfortable, and safe facilities and will practice effective up to date facility management.)*

Beth Corrigan-Buchen, Community Engagement Director, and Alison Horton, Department Head Registration Services, met with Heidi Graham from the League of Women's Voters on May 2. We set up a room rental for voter registrar training on June 9 for the League. *(Library will nurture existing partnerships, develop new relationships, build coalitions and participate in joint ventures.)*

Joe Collier, Business Librarian, hosted the MPEI program *Hop to It! Starting a Craft Brewery*, as an extended part of Small Business Week (which actually occurred the previous week), and featured former Village of Mount Prospect planner Mike Dallas. Dallas left the Village to become an entrepreneur and start his own craft brewery, Scorched Earth. Fifteen people attended the program, almost all of which RSVP'd through either the MPEI or Chamber mailing lists. This nicely illustrates one of the benefits of the partnership, i.e., the promotional reach beyond traditional Library streams. The program was both informative and entertaining, with Mike and Nellie Beckner, Assistant to the Village Manager, going over the Village rules and regulations for this type of business as well as Mike articulating the ins and outs of brewing itself. Afterward, attendees were invited to join him at Emerson's, which has Scorched Earth on tap, to sample the product with a drink ticket provided by the Chamber. *(Library will nurture existing partnerships, develop new relationships, build coalitions and participate in joint ventures.)*

LIBRARY BUSINESS

May Circulation

2014:	80,209
2015:	76,394
2016:	80,922
2017:	77,417
2018:	70,667

Included in the above total

Electronic Media:	4,789
Express Checkout:	8,332
First time Checkouts:	50,123
Interlibrary Loan Borrowed:	240
Interlibrary Loan Loaned:	257
Reciprocal Borrowing:	5,893
Renewals:	15,755
South Branch:	2,899

Library cards issued:

Business:	0
Non Resident:	0
Reciprocal Borrowers:	199
Resident:	65

Total Active Cards:	5,364
Total Registered Cards:	44,858

Collection (all collections): 489,145 items

AV items (included above): 71,667 items

E collection (included above): 12,238 e-audiobooks, 26,825 e-books, 86 e-journals, 483 e-videos, and 219 e-music records.

Volumes (included above): 358,217 items

Donations: 10 items. AV and books, donated by groups and individuals, were added to the collection this month.

May 2018 Total Questions: 11,819 May 2017 Total Questions: 15,508

Fiction/AV/Teen	2,231
Research	3,909
Registration	2,644
South Branch	1,402
Youth Department	1,633

Voters Registered:

Main:	1
South Branch:	0

IT SERVICES – T. Loga**Memorial Day weekend project**

Over the Memorial Day holiday the Computer Services team migrated the MPPL computer network to a new IP network scheme; essentially moving IP assignment and management to a Cisco/Meraki firewall. This migration increased our available IPs from several hundred to several thousand, giving us greater flexibility, segmentation, and security. All main systems were back online by opening on Tuesday; all other systems were online by the end of the week. *(Maintain a secure environment that protects the integrity of library data and infrastructure and facilitates effective management of IT...)*

Web Content Editor

In May we hired a new Web Content editor, Devin Gackle, whose primary duties include publishing and editing Web content on both the home page and Intranet site.

New Self-Checkout Systems

Five new self-checkout systems replaced the three older units – two more are awaiting location until they are moved into the new lobby redesign. Over the next few weeks we'll be monitoring usage. *(Library will provide and support responsive technologies for patrons...)*

BUILDING – T. Garvin

EXTERIOR – May weather was very wet and warm. We set a new record for monthly precipitation with a total for the month of 8.25" which is about 4.5" more than normal. Our heaviest storm occurred on May 2nd when we got just over 2" of rain. Our temperatures were also above normal. We hit the upper 80°s several times at the beginning of the month and then at the end of the month we were well into the 90°s for several days, peaking with 97° on the 27th which was a new record for the day and only one degree away from setting a monthly record.

We have done the planting of annual flowers around the building. We planted 13 flats of annuals in our garden areas. We purchase these through the River Trails Education Foundation Annual Spring Flower Sale every year. We also purchased some additional ornamental annuals for the two memorial planters at our main entrance.

As mentioned in last month's report we are pursuing the installation of protective bollards at the front entrance. This project has been delayed due to the lead time needed to get the bollards. The fixtures are on order. We had originally planned for

installation in May but the materials may not be in until late June. We have been in contact with our contractors and will expedite this project as soon as possible.

INTERIOR – Our HVAC equipment had some work done this past month. Seasonal maintenance work was done on our air handlers by in-house staff. We changed filters, greased motor bearings, adjusted drive belt tensions, and changed belts as needed to insure our systems operate at design levels. We had a problem last month with one of our boilers. Our boilers use an operational system called a variable speed drive. What this does is ramp up/down the speed of the blowers as determined by the demand for greater efficiency. The electronic control board for this had failed on one of our three boilers and we had this replaced. We also found that when we shut down our humidifiers this year we had a leak on one of them. The gasket which is between the water tank and the burner had deteriorated and was leaking. To replace this gasket the entire burner unit needed to be removed. We had the service company we use for the humidifiers, Imbert International, out to replace this. We also had a problem with another one of the humidifiers that required replacement of the circuit board that controls the ignition system.

We have a maintenance contract with Trane for our A/C equipment. We renewed the 5-year agreement last October. We also opted into a newer program that was offered called ReNewal. This program is a proactive approach with the equipment and includes replacing the compressors with factory rebuilt units. The primary reason for this proactive approach is the compressors were reaching the point of expected operational life and it is much less expensive to replace the units prior to failure due to the complications that happen when a unit fails. This work was done on chiller #1 this past month. The unit was shut down and the refrigerant recovered for reuse. Both compressors on the unit were then removed and rebuilt units were installed. We also had the control valves and refrigerant filters replaced. The unit was recharged and back into full operation just before the Memorial Day weekend when we had our warmest days. The new equipment operated well. We will be having the compressors replaced on chiller #2 at the end of the cooling season so that we do not impact our regular operations during the warmer months ahead. (*...will practice effective up to date facility management.*)

Several of our offices have had problems with acoustics. This was primarily caused by the fact that the rooms did not have the typical acoustic ceiling tiles but rather hard drywall. Last year we had an acoustical treatment added to the ceiling in our staff conference room on the second floor which also had the hard ceiling and had great success with reduction of the reverberation. We had this same treatment added to the offices on the first floor which had the same problem. (*Library will provide inviting, convenient, well maintained, comfortable, and safe facilities...*)

The Library participates in an insurance pool, LIRA (Libraries of Illinois Risk Agency), for our property and casualty coverage. This past month we had an inspection done by one of the carriers, Hartford, to evaluate conditions of our facility. No issues were identified as needing changes.

The Library maintains written records as required by state statute. When the time for retention has expired we collect the documents and have them shredded to insure all

privacy concerns are addressed. We had our annual shredding day this past month and disposed of about 90 boxes of documents.

PROJECTS – Our second floor staff workroom reconfiguration project progressed as planned in May. Staff moved out of the workroom and into the Youth Activity room during the first week of May so that the second floor work was ready to proceed. Our electrical contractor, Prospect Electric, was out on Friday, May 4th and disconnected the power to all of the partitions. The installer of the KI products started the disassembly and reconfiguration work on Monday, May 7th. The project timeline called for the work to take no more than two weeks to complete. Work progressed as planned. During the first week, the majority of the workstations were assembled so the electrical contractor could get back in and start installing the power, data, and telephone lines. During the second week the small conference room was installed. This room is constructed using large movable walls and goes to the ceiling. It also has a sliding door so that it can be closed off for group discussions. We were closed to the public on Friday the 18th for the annual staff training day but our electrician was out and completed the last of the electrical work. IT Services staff spent much of the weekend of the 19th and 20th moving and reinstalling staff computers and telephones. Staff started moving back into their new work spaces on Monday the 21st and were pretty well established by the end of the week. The installers were back out several times to take care of small punch list items but this did not interfere with staff getting settled into their new areas. One feature we have gotten very positive feedback on is the work desks that are for the computers. These are powered to rise so that users can either sit or stand. This is an ergonomic feature which is becoming more common.

Our lobby project has also been progressing. Our timeline for this project is expected to be four weeks. We targeted the work to be done during the month of August as that is our least busy time and it would be completed before our 75th Anniversary event in September. This project is going out to public bid due to the size and scope of the work. The bid drawings and documents were completed and we published the bid notice on Thursday May 10th. A pre-bid meeting was held on Thursday the 17th for all trades. We did not make this a requirement for a bid on the advice of our construction management company. The bidding process was open for two weeks as required. Our public bid opening was held on Friday May 25th. We received six bids for the electrical work, two for the painting work, and one for the flooring work. We did not receive any bids for the carpentry and general trades however. After discussing the options with our construction manager we chose to shift the project timeline to October and rebid just the carpentry and general trades portion of the package. The submissions for the other portions of the bid package are still good as we have a 60 day window built into the documentation. We will be publishing this bid notice in early June and anticipate contractors because of the extended time period. We were told that the initial timeline was most likely the cause for no general trades submissions as that portion of the package required more outside work such as the millwork.

SECURITY – May activities were generally quiet. We saw an increased use in our Teen Space toward the end of the month due to end of year testing for our teen patrons. We had one incident with some teens turning off one of the Teen Space computers. This was observed and the teens were spoken with. We have also seen an increase in bicycles not being put in the bicycle racks. When this happens we tag the bicycles with

notices reminding owners to only park them in the rack. One of the ongoing problems we have had in our garage area has been skateboarders using the curbs along the lower lobby vestibules as slide ramps. We have completed installation of metal brackets on the curbs which discourages the sliding. We now get fewer calls reporting these incidents.

VOLUNTEERS

Adult Volunteers: 18 Volunteers 123.5 Hours Worked

Volunteers: 10 Teens 53.5 Hours Worked

PROGRAMS (see attached list for specific programs)

Event Type	Number of Programs	Attendance Total
Discussions	5	73
Adult Programs	12	569
Special Programs (Adult and Youth)	5	153
Community Outreach Programs	47	4796
Technology Programs	13	92
South Branch Programs	11	187
Young Adult Programs	4	255
Youth Programs	5	119
Grand Total	102	6,244
Total Programs	102	Total Attendance 6,244

Highlights

This month South Branch had the first kids finish the 1,000 Books Before Kindergarten program! Jessica Escutia, Patron Assistant, coordinates this successful program which started last December. Many children and parents are also regular participants of the Play and Learn program.

Julie Collins, Assistant Department Head Research Services, hosted WDCB's Jammin' in the Stacks: Gregory Dudzienski. The program was very well-attended featuring a jazz performance by saxophonist Greg Dudzienski, accompanied by a guitarist and a bassist. The trio performed two sets with a brief break. Ken Scott, the marketing director, and DJ Barry Winograd, were the representatives from WDCB in attendance.

Dan Criscione, Technology Librarian, led three well-attended hands-on computer training programs in May: iCan Use My iPad®, Understanding Photos for Apple® Devices, and iCloud® Basics. All three programs were similar in content, attendance, and demographics. The amount of variety between iOS and MacOS devices ranged greatly, leading to issues regarding which devices had which features. Luckily, issues

like this are what these classes are all about, and the issue turned into an excellent teaching moment.

On May 3rd, Maria Garstecki, South Branch Manager, was invited by Polish teachers from Clearmont Elementary School to participate in a Polish Celebration; during the event she promoted MPPL programs especially the Summer Reading Program.



Upcoming Adult Education Programs

- July 10 GMOs: What You Need to Know
- July 15 Voter Registration Drive for National Disability Awareness Week
- July 17 The Folk Music and Influence of Peter, Paul and Mary and the Kingston Trio
- July 17 Voter Registration Drive for National Disability Awareness Week
- July 18 Voter Registration Drive for National Disability Awareness Week
- July 23 Smart Home Devices That Might Change Your Life
- July 24 Buying Your First Home: What You Need to Know
- July 26 Afternoon Encore: Jack Benny: An Illinois Original
- July 31 In Your Hands: How to Be Your Own Health Advocate

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

- May
- 2 Chamber Business Breakfast at Emerson's – J. Collier
- 3 CommUNITY Breakfast – B. Corrigan-Buchen, M. Genter
- 4 Reaching Forward Conference – C. Rochau, C. Zintak, C. Lord, R. Ferreira; Presenters – A. Johnson, J. Massa, E. Mather; Facilitator – S. Chiappone; Moderator of performer's showcase – J. Collier
- Community Information Exchange at Harper College – B. Corrigan-Buchen, C. Bartlett
- 9 Special Needs and Inclusive Library Services Networking Group – E. Emerick
- 10 Kiwanis member reunion meeting – P. Nelson
- Connecting Our Community Planning Group – B. Corrigan-Buchen

- 11 iREAD Committee – D. Folkerts
LACONi YSS Board Meeting – M. Smith
Technology Unconference at Indian Trails Public Library – M. Vonderhaar
- 14 ILA Public Policy Committee – A. Auston
- 16 World Language Networking Group at Wheeling Library – M. Garstecki
LACONI Program: Working with Homeless Patrons at the Oak Park Public Library – D. Heath
- 21 Electronic Content Consortium Executive Committee meeting – J. McInnes
Mount Prospect Historical Society Executive Committee meeting – F. Corry
Mount Prospect Historical Society Monthly Board Meeting – F. Corry, P. Nelson
- 23 Recharge Committee program: Civic Engagement at the Library at Arlington Heights Memorial Library – A. Shaughnessy
Adult Reading Roundtable presentation – C. Blair
Bosch Community Fund – C. Morency
- 28 Mount Prospect Memorial Day parade and ceremony – A. Shaughnessy, M. Genter

Total Webinars and Online Training Sessions: 14

Highlights:

May 2 – B. Corrigan-Buchen – Sustain Your Library Through Relationship Building and Community Engagement. This informative presentation hosted by LLAMA (Library Leadership & Management Association) was led by Sam McBane Mulford, strategist for Ideation Collaborative, and Cheryl Gould of Fully Engaged Libraries, both of whom have a wide range of experience with regard to community engagement. They talked about engagement as a form of discovery, an opportunity to learn about others and what they care about, and to look for opportunities to make something bigger happen. They stressed the importance of relationships being equitable and that all parties involved should derive value from partnerships. They stressed “rightsizing” relationships so that the level of effort is comparable. Another valuable takeaway from this presentation were the distinctions the presenters made between programs, outreach, and community engagement, which they defined as “externally focused and community driven” as distinguished from outreach which is “showcasing or delivering library services, programs, or collections to a targeted audience.”

May 30 – B. Corrigan-Buchen – Libraries Transforming Communities Models for Change Overview. This webinar began with Cindy Fesemyer, Executive Director of the Columbus Public Library in Wisconsin, speaking about how her library embraced the Harwood Model to affect change in the community. She talked about the advantages of using the tool to gather community knowledge, the logistics of gathering community members, and the programs and services that came out of the process. The second presenter was Courtney Breese, the managing director of the National Coalition for Dialogue & Deliberation, one of ALA’s project partners. She spoke about the various established methods that can be used to engage the community and how to determine which is the best fit for a particular community. She talked about the four streams of practice with regard to community engagement: exploration, conflict transformation,

decision-making, and collaborative action. For each of these, Courtney provided methodologies best suited for internal and external dialogue. For example, if a group is in the exploration stream, World Café's tools would be most helpful. If in the collaborative action stream, Everyday Democracy and Harwood are the most effective methods to use. The description of the methods for dialogue and deliberation along with suggestions for application will be most helpful as we move forward with community engagement.

YALSA eCourse: Building Basic Leadership Skills (April 30 – May 27) – Andrea Johnson. The first in a series of courses based on the Layers of Leadership Framework by the Nexus Leading Across Boundaries project. The Layers of Leadership Framework is based on the idea that leadership starts with one's own self-awareness and development. Then leadership skills can be built outward, first with a focus on peer leadership, then later on, developing the skills needed to lead a department, then an organization, then beyond the organization. This course focused on the first two "layers" from the framework: Leading Self and Leading Others. Topics included cultural humility, acknowledging implicit bias, collaborative and network leadership, polarity thinking, and using facilitation skills to motivate and empower team members.

The Great Courses on RBDigital – Steve Browne. Overview about how the Great Courses will be on RBDigital. Steve took copious notes and shared these with decision makers.

Preserving Family Recipes – Abby Reiter and Anne Shaughnessy. Anne and Abby viewed an archived recording. The presenter was Valerie Frey, a writer and archivist. This webinar was not exactly library-related but it did offer ways to help people who seek to gather treasured recipes that have been important to their families over the years. Anne enjoyed the presentation and learned some ideas for helping people to preserve the many aspects of their family history.

ELECTED MEETINGS, WORKSHOPS, ETC. ATTENDED BY BOARD

Dale Draznin – 11 Cookies and More With the Board; 23 Pat on the Back luncheon

FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY

Friends discussed the possibility of creating a teen trolley to sell teen materials. They approved funds for two additional rental plants to be placed in Fiction/AV/Teen department as well as increasing the amount of funding for book discussion copies. An option to join or renew memberships online is also being investigated. Election of officers was held: Elizabeth Hicks was elected Vice-President and Laura Luteri was elected Secretary.

MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION

Foundation Board members hand-addressed and signed appeals letters to loyal donors which will be mailed in early June. A generic version of the solicitation letter was also sent out to 200 community households, using demographic parameters from Reference USA database. Appeals campaign will run through the summer months.

STAFF ANNIVERSARIES

Josephine Broszczak, Administration, 30 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.

May 2018 Programming Statistics

Monthly Summary by Event Type			
Event Type	Number of Programs	Attendance Total	
Discussions	5	73	
Adult Programs	12	569	
Special Programs (Adult and Youth)	5	153	
Community Outreach Programs	47	4796	
Technology Programs	13	92	
South Branch Programs	11	187	
Young Adult Programs	4	255	
Youth Programs	5	119	
Grand Total	102	6244	
Event Type/Program	Attendance Totals		
Adult NF Programming			
Adult NF Programming	365		
Appeal Your Cook County Property Taxes	55		
Mount Prospect Public Library Foundation Concert: Encore! Presents ""Wish""	80		
Mysterious Easter Island	43		
The Astonishing Beauty and Wisdom of Wildflowers	54		
The Mount Prospect Public Library Foundation Presents The Shakespeare Project of Chicago: <i>Much Ado About Nothing</i>	97		
Vagabonding Around the World	36		
Afternoon Encore			
Afternoon Encore	29		
Afternoon Encore: Coin Collecting and Appraisals - Session 1	15		
Afternoon Encore: Coin Collecting and Appraisals - Session 2	14		
Business			
Business	21		
Hop to It! Starting a Craft Brewery	15		
Spotlight on Success Film: Generation Like	6		
Community Outreach Programs			
Community Outreach Programs	4796		
Discussion			
Discussion	73		
Book Chat Book Discussion	16		
Coffee Books and More	19		
Food for Thought-Session 1	8		
Food for Thought-Session 2	9		
Friends Book Discussion	21		
Movie Screening			
Movie Screening	154		
Movies @MPPL: <i>The Post</i>	154		
Patron Program			
Patron Program	63		
A Good Yarn Knitting and Crocheting Guild	14		
AARP Drivers Safety Course	28		
Night Off? Game On!	21		
Research Services			
Research Services	90		
WDCB's Jammin' in the Stacks: Gregory Dudzienski	90		
South Branch Family Program			
South Branch Family Program	41		
Family Lotería / Lotería Para la Familia	21		
Family Movie Night / Noche de Cine Para la Familia	20		
South Branch YA Program			
South Branch YA Program	11		
Crafternoon: Watercoloring/ Pintar con Acuarelas	11		
South Branch Youth Program			
South Branch Youth Program	135		
LEGOmania	19		
Mad Hatters Tea Party Storytime/Cuentos y Fiesta del Té con los Mad Hatters	13		
Make and Take Craft/ Hazlo y Llévatelo	20		
Play and Learn/ Jugar y Aprender	83		
Technology Program			
Technology Program	92		
Getting to Know Your Android Smartphone or Tablet	12		
How to Download Free Books From the Library With Your Kindle	3		
iCan Use My iPad	7		
iCloud Basics	9		
Mail Merge With Microsoft Word®: Labels, Letters, & Envelopes	6		
Microsoft Word®: Tables, Templates, and More	4		
Open Tech Lab	20		
Taking Photos With Your Android Device	9		
Understanding Photos for Apple Devices	9		
Using Word®	6		
Word®: Beyond the Basics	7		
Young Adult			
Young Adult	255		
Exam Cram Study Lounge	250		
Teen Advisory Board Meeting	5		
Youth Program			
Youth Program	98		
Baby Yoga	30		
Super Saturday: Korean Children's Day	59		
Volunteer Orientation	9		
Youth STEAM Program			
Youth STEAM Program	21		
Full STEAM Ahead	21		
Grand Total	6244		