

MOUNT PROSPECT PUBLIC LIBRARY  
REGULAR BOARD MEETING  
JANUARY 18, 2018  
AGENDA  
7 p.m. Youth Program Room B room 119b

1. Call to Order

Introduce new staff: Abby Reiter

2. Roll Call

3. Approval of Minutes of Regular Meeting of December 21, 2017;  
Approval of Minutes of Committee of the Board Meeting of December 7, 2017

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

5. Written Communiqués

6. Treasurer's Report

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

8. Report of the Executive Director  
Announcements  
Database demonstration: Rosetta Stone Library Solution, Dale Heath

9. Committee Reports by Board Members

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

2. Other

10. Unfinished Business

- 1.

11. New Business

1. KI proposal for second floor workroom reconfiguration: action

12. Articles

13. Calendar items (PLEASE NOTE)
  1. Friends Book Sale – January 20 and 21
  2. Foundation Board Meeting – January 22 – Michael Duebner
  3. Cookies and More With the Board – January 25 – Terri Gens
  4. Unbelievable Chocolate Raffle – January 29 – February 11
  5. Committee of the Whole Meeting (Annual Report presentation) – February 1
  6. Shining Star Gala – Saturday, February 3
  7. Friends Cookbooks Only Sale – February 10
  8. Regular Board Meeting – February 15 at 7 p.m.
  9. Foundation Board Meeting – February 26 – Sylvia Haas
  10. Cookies and More With the Board – February – Sylvia Fulk
  11. Mini Golf @ MPPL – March 3
  
14. Reports by Board Members (not included in Executive Director's report)
  1. Topic Suggestions For Future Meetings
  2. Board Member Reports
  
15. Closed session: Semi- annual review of closed minutes 5 ILCS 120/2 (c) (21) – Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.
  
16. Adjournment

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
Regular Meeting January 18, 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 7:06 p.m. by Sylvia Fulk, President.

2. Roll Call:

Present: Dale Draznin, Michael Duebner, Jane Everett, Sylvia Fulk, Terri Gens, Brian Gilligan, Sylvia Haas

Absent: None

Others Present: Marilyn Genter, Executive Director; Anthony Auston, Executive Deputy Director; Frank Corry, Deputy Director; Dale Heath, Abby Reiter

Visitors: None

Introduction of Abby Reiter

Abby Reiter, Research Librarian, was introduced. She spoke briefly about her background and new position.

[A. Reiter left at 7:08 p.m.]

3. Approval of Minutes.

a. Minutes of the Regular Meeting of December 21, 2017;

b. Minutes of the Committee of the Board Meeting of December 7, 2017

Minutes read. Approved as distributed and submitted.

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

None

5. Written Communiques.

1. Correspondence from Mayte praising the South Branch Library.

2. Thank you and best wishes for a Happy New Year 2018 received from Marie-Veronique Morvan, Director of Sèvres Library.

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
Regular Meeting January 18, 2018

6. Treasurer's Report.

Treasurer's Report approved for December 2017 as presented and filed for audit.

7. Approval of December Bills.

MOTION: Motion was made by Michael Duebner and seconded to ratify for payment December bills in the amount of \$738,665.16.

Roll Call Vote

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

ABSTAIN: None

ABSENT: None

MOTION CARRIED

Staff Report: Frank Corry

Frank Corry reviewed end of year.

Financial Quarterly Review: Frank Corry

Frank Corry reviewed Financial 4th Quarter.

8. Report of the Executive Director.

The Executive Director's report for the month of December 2017 was presented to the Board (copy to be made part of the minutes).

Announcements

Board consensus to place George and Eunice Watanabe names on donor wall with \$100 donation. They were dedicated supporters of the Library and George served on Foundation Board.

Database demonstration: Rosetta Stone Library Solution, Dale Heath

Dale showed the Rosetta Stone e-learning resource for learning languages. Library also has Mango.

9. Committee Reports by Board Members.

1. Library Committee Reports

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
Regular Meeting January 18, 2018

a. Advocacy – S. Haas

Sunrise Connection will be April 27. First reminder will be sent February 26.

b. Art – D. Draznin

No report.

c. Building – S. Haas

Staff finalized KI proposal which is on agenda. January 31 is a site visit by MSR Design and contractors.

d. Finance – S. Fulk

No report.

e. Personnel – S. Fulk

No report.

f. 75th Anniversary – D. Draznin

Library celebration is Sunday, September 23. Planning is underway.

g. Strategic Plan – S. Haas

No report.

h. Trustee – M. Duebner

No report.

2. Other

Board and selected staff were invited by the Village to attend final Centennial Celebration dinner before Board meeting on February 6.

10. Unfinished Business.

None

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
Regular Meeting January 18, 2018

11. New Business.

1. KI proposal for second floor workroom reconfiguration

MOTION: Motion was made by Jane Everett and seconded to accept KI proposal for second floor reconfiguration and Genius Wall not to exceed \$108,000.

Roll Call Vote

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

ABSTAIN: None ABSENT: None

MOTION CARRIED

[D. Heath left at 7:45 p.m.]

12. Articles.

None

13. Calendar items. (PLEASE NOTE)

1. Friends Book Sale – January 20 and 21
2. Foundation Board Meeting – January 22 – Michael Duebner
3. Cookies & More With the Board – January 25 – Terri Gens
4. Unbelievable Chocolate Raffle – January 29 – February 11
5. Committee of the Whole Meeting (Annual Report presentation) – February 1
6. Shining Stars Gala – Saturday, February 3
7. Friends Cookbooks Only Sale – February 10
8. Regular Board Meeting – February 15 at 7 p.m.
9. Foundation Board Meeting – February 26 – Sylvia Haas
10. Cookies & More With the Board – February – Sylvia Fulk
11. Mini Golf @ MPPL – March 3

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

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
Regular Meeting January 18, 2018

None

[A. Auston, F. Corry left at 7:54 p.m.]

15. Closed session

MOTION: Motion was made by Jane Everett and seconded to adjourn to closed session at 7:54 p.m. for semi-annual review of closed minutes 5 ILCS 120/2 (c) (21) – Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

Roll Call Vote

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

ABSTAIN: None ABSENT: None

MOTION CARRIED

[B. Gilligan left at 7:55 p.m.]

Regular meeting adjourned to closed meeting at 7:55 p.m.

Regular meeting reconvened at 8:05 p.m.

MOTION: Motion was made by Michael Duebner and seconded to accept Resolution 01-2018, as follows:

Whereas, the Mount Prospect Public Library Board has met to review closed minutes for semi annual review as mandated at their regular meeting, January 18, 2018;

Whereas, the Mount Prospect Public Library Board has determined that the need for confidentiality still exists;

Therefore, the closed minutes are to remain closed.

Roll Call Vote

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

ABSTAIN: None ABSENT: Gilligan

MOTION CARRIED

MOUNT PROSPECT PUBLIC LIBRARY – BOARD OF LIBRARY TRUSTEES  
Regular Meeting January 18, 2018

Resolution to be made part of the record.

16. Adjournment.

Regular meeting adjourned at 8:07 p.m.

(signature pending)

Michael Duebner, Secretary

Approved as submitted 02/15/18



**MOUNT PROSPECT PUBLIC LIBRARY  
SUMMARY OF CASH DISBURSEMENTS  
December 31, 2017**

**LIBRARY GENERAL FUND**

Salaries & Benefits (4100L - 4150L)	\$ 605,191.67	
Management Expense (4210L - 4290L)	21,582.29	
Operating Expenses (4310L - 4390L)	82,901.82	
Building Expense (4410L - 4460L)	42,772.15	
Services and Resources (4610L - 4690L)	61,036.33	
Friends & Foundation reimbursable expenses (9530L and 9540L)	5,209.20	
VOMP reimbursable expenses (9560L)	391.14	
Grant Expenses (9570L)	-	
<b>Total December 2017 Library General Fund Expenses</b>	<b>-</b>	<b>\$ 819,084.60</b>

**Additions for Library General Fund Cash Disbursements:**

Payments to Friends & Foundation for income items	\$ 100.35	
Staff Donations to ALA for Disaster Relief	170.15	
Operating Expense Reimbursements received	3,499.55	
Vendor Refunds received	-	
November 2017 Accrued Payroll & Benefits	98,266.22	
November 2017 Credit Card Payable	12,398.67	
November 2017 Accounts Payable	14,846.99	
December 2017 Accounts Receivable (Com Ed rebate)	4,815.36	
Disbursements for Foundation & Friends	111.92	
Disbursements for Gift Fund and Building Fund	123.74	
	<b>123.74</b>	<b>134,332.95</b>

**Deductions for Library General Fund Cash Disbursements:**

December 2017 Accrued Payroll & Benefits	\$ 133,556.29	
December 2017 Credit Card Payable	12,308.75	
December 2017 Accounts Payable	68,829.27	
Expenses paid with Vendor rebates	-	
Miscellaneous	(49.56)	
Payment of Nayax invoices & merchant fees by income offset	98.15	
Payment of Credit Card Merchant fees by income offset	60.04	
	<b>60.04</b>	<b>(214,802.94)</b>
<i>Total Library General Fund cash disbursed</i>		<b>\$ 738,614.61</b>

**CAPITAL PROJECTS FUND**

December 2017 Expenses	\$ -	
Plus: November 2017 Accounts Payable	-	
Less: December 2017 Accounts Payable	-	
<b>Total Capital Projects Fund cash disbursed</b>	<b>-</b>	<b>0.00</b>

**GIFT FUND**

December 2017 Expenses	\$ 51.58	
Less: Payment of Credit Card Merchant fees by income offset	\$ (1.03)	
Plus: November 2017 Accounts Payable	-	
Less: December 2017 Accounts Payable	-	
<b>Total Gift Fund cash disbursed</b>	<b>-</b>	<b>50.55</b>

**DEBT SERVICE FUND**

December 2017 Expenses	\$ 14,679.17	
Plus: November 2017 Interest Payable	-	
Less: December 2017 Interest Payable	(14,679.17)	
<b>Total Debt Service Fund cash disbursed</b>	<b>-</b>	<b>0.00</b>

**TOTAL CASH DISBURSEMENTS, December 2017**

**\$ 738,665.16**

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4110L	Salaries	12/1/17	4-11/30/2017	11/30/2017 accrual	\$ (70,299.00)
4110L	Salaries	12/14/17	PAYROLL12/15/2017	PAYROLL - PAYCOM	198,511.85
4110L	Salaries	12/28/17	PAYROLL12/29/2017	PAYROLL - PAYCOM	205,519.15
4110L	Salaries	12/31/17	01-12/31/2017	12/31/2017 accrual	117,440.00
4110L	Salaries	12/31/17	12/31/2017a	Tuition Reimbursement	750.00
4110L	Salaries	12/31/17	12/31/2017b	Tuition Reimbursement	750.00
4110L	Salaries	12/31/17	12/31/2017a	Tuition Reimbursement	173.33
4110L	Salaries	12/31/17	12/31/2017b	Tuition Reimbursement	173.33
4110L	Salaries	12/31/17	12/31/2017	Tuition Reimbursement	186.67
4120L	IMRF	12/1/17	4-11/30/2017	11/30/2017 accrual	(6,702.00)
4120L	IMRF	12/29/17	46495	VILLAGE OF MT. PROSPECT - IMRF	57,557.86
4120L	IMRF	12/31/17	01-12/31/2017	12/31/2017 accrual	10,862.00
4130L	MC / FICA	12/1/17	4-11/30/2017	11/30/2017 accrual	(4,928.00)
4130L	MC / FICA	12/14/17	PAYROLL12/15/2017	PAYROLL - PAYCOM	13,904.52
4130L	MC / FICA	12/28/17	PAYROLL12/29/2017	PAYROLL - PAYCOM	15,267.62
4130L	MC / FICA	12/31/17	01-12/31/2017	12/31/2017 accrual	8,724.00
4140L	Insurance - Medical	12/27/17	EFT1514391683517	GUARDIAN	(0.12)
4140L	Insurance - Medical	12/29/17	46496	VILLAGE OF MT. PROSPECT	57,162.21
4140L	Insurance - Medical	12/29/17	46496	VILLAGE OF MT. PROSPECT	138.25
4220L	Legal Fees	12/27/17	628866	VEDDER PRICE P.C.	2,768.00
4220L	Legal Fees	12/31/17	629617	VEDDER PRICE P.C.	2,675.00
4230L	Printing	12/5/17	171859	MOBILE PRINT INC.	66.93
4230L	Printing	12/20/17	171938	MOBILE PRINT INC.	114.46
4230L	Printing	12/27/17	0547567	NPN360	337.40
4230L	Printing	12/29/17	24487	BANNERVILLE USA	4,900.00
4240L	Marketing	12/19/17	5169	PEERLESS MARKETING IMPRESSIONS	374.38
4240L	Marketing	12/19/17	5170	PEERLESS MARKETING IMPRESSIONS	303.15
4240L	Marketing	12/20/17	46483	CATHY CUSHING	2,643.00

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4240L	Marketing	12/20/17	5171	PEERLESS MARKETING IMPRESSIONS	551.55
4240L	Marketing	12/27/17	5172	PEERLESS MARKETING IMPRESSIONS	1,880.00
4240L	Marketing	12/12/17	8646181	BLICK ART MATERIALS	540.90
4240L	Marketing	12/31/17	2-12/31/2017	Graphic purchases by MKW	146.41
4240L	Marketing	12/27/17	13976	GRAPHIC 14 INC.	162.61
4240L	Marketing	12/18/17	5168	PEERLESS MARKETING IMPRESSIONS	675.91
4240L	Marketing	12/26/17	15035400	MC/4 IMPRINT	371.03
4280L	Human Resources	12/31/17	AUR1051328	CAREERBUILDER EMPLOYMENT SCREE	179.00
4280L	Human Resources	12/4/17		MC/POSITIVE PROMOTIONS	483.99
4280L	Human Resources	12/13/17	1317	FRIENDS OF MPPL - Reclass of Volunteer expenses	(1,500.00)
4280L	Human Resources	12/14/17	PAYROLL12/15/2017	PAYROLL - PAYCOM	841.15
4280L	Human Resources	12/28/17	PAYROLL12/29/2017	PAYROLL - PAYCOM	852.45
4280L	Human Resources	12/15/17	2044742	EMPLOYEE BENEFITS CORPORATION	84.00
4280L	Human Resources	12/31/17	2-12/31/2017	ALA Midwinter	282.97
4280L	Human Resources	12/8/17		MC/PLA	280.00
4280L	Human Resources	12/8/17		MC/UNITED	358.40
4280L	Human Resources	12/19/17		MC/PLA	280.00
4280L	Human Resources	12/18/17		MC/SPOT HERO PARKING	20.00
4280L	Human Resources	12/12/17		MC/DOLLAR STORE	104.00
4280L	Human Resources	12/12/17		MC/DOLLAR STORE	30.00
4280L	Human Resources	12/15/17		MC/SKILLPATH SEMINARS	149.00
4280L	Human Resources	12/31/17	2-12/31/2017	Outreach mileage	10.59
4280L	Human Resources	12/29/17	PettyCash12/29/2017	PETTY CASH	5.94
4290L	Other Operating	12/31/17	12/31/2017	ILLINOIS DEPARTMENT OF REVENUE-Sales tax accrual	91.00
4290L	Other Operating	12/4/17	ONLINE12/04/2017	PROPAY	10.45
4290L	Other Operating	12/8/17	NAYAX12/08/2017	NAYAX LLC	8.58
4290L	Other Operating	12/11/17	ONLINE12/11/2017	PROPAY	18.25
4290L	Other Operating	12/15/17	NAYAX12/15/2017	NAYAX LLC	7.35
4290L	Other Operating	12/18/17	ONLINE12/18/2017	PROPAY	8.15
4290L	Other Operating	12/26/17	NAYAX12/26/2017	NAYAX LLC	5.29
4290L	Other Operating	12/26/17	ONLINE12/26/2017	PROPAY	12.14
4290L	Other Operating	12/31/17	NAYAX12/31/2017	NAYAX LLC	13.33

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4290L	Other Operating	12/31/17	EFT01/02/2018	HEARTLAND	126.39
4290L	Other Operating	12/31/17	ONLINE12/31/2017	PROPAY	11.05
4290L	Other Operating	12/4/17		MC/FANNY MAY	83.84
4290L	Other Operating	12/31/17	6-12/31/2017	Reclass for MPPL attire not paid by Friends	102.83
4290L	Other Operating	12/15/17	46468	ALGONQUIN AREA PUBLIC LIBRARY	20.82
4290L	Other Operating	12/4/17		MC/LE PEEP	22.06
4290L	Other Operating	12/4/17		MC/LE PEEP	(0.88)
4290L	Other Operating	12/4/17		MC/HONEY BUTTER RESTAURANT	19.13
4290L	Other Operating	12/14/17	12-14-2017	DEX MEDIA	21.50
4290L	Other Operating	12/29/17	46498	VILLAGE OF MT. PROSPECT	25.00
4290L	Other Operating	12/29/17	PettyCash12/29/2017	PETTY CASH	3.79
4310L	Telecommunications	12/13/17	847670548912-2017	AT&T	659.51
4310L	Telecommunications	12/16/17	847R16313112-2017	AT&T	668.19
4310L	Telecommunications	12/12/17	T1813626	TECHNOLOGY MANAGEMENT REVOLVING FUND	269.76
4310L	Telecommunications	12/16/17	847Z99078812-2017	AT&T - 60% to MPPL	358.16
4310L	Telecommunications	12/28/17	9798901251	VERIZON WIRELESS	403.41
4310L	Telecommunications	12/1/17	2017-00320005	VILLAGE OF MT. PROSPECT	107.67
4310L	Telecommunications	12/16/17	847Z99181912-2017	AT&T - 50% to MPPL	152.38
4320L	Insurance	12/20/17	46489	LIBRARIES OF ILLINOIS RISK AGE	43,127.00
4320L	Insurance	12/29/17	12/29/17	THE HARTFORD	20,688.00
4340L	Office Supplies	12/12/17	3724554-0	WAREHOUSE DIRECT	372.80
4340L	Office Supplies	12/1/17	3359416835	STAPLES BUSINESS ADVANTAGE	61.57
4340L	Office Supplies	12/15/17	3730796-0	WAREHOUSE DIRECT	127.70
4340L	Office Supplies	12/16/17	3362705044	STAPLES BUSINESS ADVANTAGE	23.81
4340L	Office Supplies	12/15/17	3730797-0	WAREHOUSE DIRECT	83.24
4340L	Office Supplies	12/16/17	3362705045	STAPLES BUSINESS ADVANTAGE	85.60
4340L	Office Supplies	12/18/17	3730797-1	WAREHOUSE DIRECT	16.78
4340L	Office Supplies	12/19/17	3730797-2	WAREHOUSE DIRECT	47.67
4340L	Office Supplies	12/19/17	113-4664828-0437827	AMAZON.COM	(8.68)
4340L	Office Supplies	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	15.01
4340L	Office Supplies	12/27/17	6277436	DEMCO	18.04

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4340L	Office Supplies	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	20.99
4340L	Office Supplies	12/15/17	3730798-0	WAREHOUSE DIRECT	48.73
4340L	Office Supplies	12/1/17	3360799215	STAPLES BUSINESS ADVANTAGE	42.90
4340L	Office Supplies	12/16/17	3362705046	STAPLES BUSINESS ADVANTAGE	35.25
4340L	Office Supplies	12/15/17	3730800-0	WAREHOUSE DIRECT	8.48
4340L	Office Supplies	12/14/17	3362407651	STAPLES BUSINESS ADVANTAGE	16.66
4340L	Office Supplies	12/20/17	113-0190282-5277036	MC/AMAZON	17.50
4340L	Office Supplies	12/12/17	3724554-0	WAREHOUSE DIRECT	616.76
4340L	Office Supplies	12/16/17	3362705040	STAPLES BUSINESS ADVANTAGE	41.01
4340L	Office Supplies	12/20/17		MC/OFFICE DEPOT	25.99
4350L	Library Supplies	12/16/17	3362705037	STAPLES BUSINESS ADVANTAGE	46.95
4350L	Library Supplies	12/1/17	453858	UNIQUE MANAGEMENT SERVICES, INC.	9.95
4350L	Library Supplies	12/14/17	7308	ELM USA, INC.	168.95
4350L	Library Supplies	12/15/17	3730799-0	WAREHOUSE DIRECT	91.60
4350L	Library Supplies	12/16/17	3362705046	STAPLES BUSINESS ADVANTAGE	100.67
4350L	Library Supplies	12/22/17		MC/BAYSCAN TECHNOLOGIES	175.86
4350L	Library Supplies	12/27/17	6277436	DEMCO	655.97
4350L	Library Supplies	12/16/17	3362705041	STAPLES BUSINESS ADVANTAGE	38.73
4350L	Library Supplies	12/28/17	3363572513	STAPLES BUSINESS ADVANTAGE	(38.73)
4350L	Library Supplies	12/7/17	9637774028	W. W. GRAINGER, INC.	33.62
4350L	Library Supplies	12/13/17	50463573	MC/RADIO FLYER	67.93
4350L	Library Supplies	12/13/17	50465312	MC/RADIO FLYER	67.93
4350L	Library Supplies	12/27/17	569137	ARAMARK	268.37
4350L	Library Supplies	12/29/17	46498	VILLAGE OF MT. PROSPECT	100.00
4350L	Library Supplies	12/29/17	PettyCash12/29/2017	PETTY CASH	23.36
4360L	Postage	12/6/17	EMP12/06/2017	EMPLOYEE REIMBURSEMENTS	(0.50)
4360L	Postage	12/29/17	EMP12/29/2017	EMPLOYEE REIMBURSEMENTS	(0.49)
4360L	Postage	12/15/17	46475	POSTMASTER	1,840.00
4360L	Postage	12/8/17	12/08/2017	PURCHASE POWER -	500.00
4360L	Postage	12/8/17	12/08/2017	PURCHASE POWER	188.97
4360L	Postage	12/13/17	EMP12/13/2017	EMPLOYEE REIMBURSEMENTS	(6.50)
4360L	Postage	12/27/17	EMP12/27/2017	EMPLOYEE REIMBURSEMENTS	(4.53)

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4360L	Postage	12/28/17	EMP12/28/2017	EMPLOYEE REIMBURSEMENTS	(8.51)
4360L	Postage	12/12/17		MC/POSTMASTER	158.13
4380L	Contract Services	12/1/17	2017-00320005	VILLAGE OF MT. PROSPECT	5,930.07
4390L	IT Services	12/5/17		MC/QUICKBASE	175.86
4390L	IT Services	12/12/17		MC/ROCKET GENIUS	99.00
4390L	IT Services	12/18/17	444841	TIME CLOCK PLUS	1,414.10
4390L	IT Services	12/18/17		C PANEL	180.00
4390L	IT Services	12/21/17	IVCPS012138	SIRSIDYNIX	1,220.00
4390L	IT Services	12/14/17	MX4J8LN4L0	MC/ITUNES	12.69
4390L	IT Services	12/14/17	MX4J8JZVOV	MC/ITUNES	12.69
4390L	IT Services	12/14/17	MX4J8JMW3J	MC/ITUNES	12.69
4390L	IT Services	12/14/17	MX4J775FQL	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JNK62	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JS875	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JSSB2	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JQNB1	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JT9TQ	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JW7V4	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JWQKB	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8LQVYY	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8LS4F9	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8LQ7NH	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8LNTBM	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8LT48H	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8LSTG2	MC/ITUNES	19.06
4390L	IT Services	12/14/17	MX4J8JTWYM	MC/ITUNES	25.37
4390L	IT Services	12/14/17	MX4J8LTDM4	MC/ITUNES	25.44
4390L	IT Services	12/1/17	31466	BACKSTAGE LIBRARY WORKS	672.45
4390L	IT Services	12/31/17	31761	BACKSTAGE LIBRARY WORKS	225.00
4410L	Building Maintenance	12/11/17	36001207	PROSPECT ELECTRIC COMPANY	303.43
4410L	Building Maintenance	12/11/17	36001027	PROSPECT ELECTRIC COMPANY	231.00

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4410L	Building Maintenance	12/15/17	0110002-IN	IMBERT INTERNATIONAL, INC.	635.00
4410L	Building Maintenance	12/20/17	36001213	PROSPECT ELECTRIC COMPANY	207.43
4410L	Building Maintenance	12/20/17	0551-013865113	REPUBLIC SERVICES #551	377.75
4410L	Building Maintenance	12/27/17	SRVCE039272	COMPLETE TEMPERATURE SYSTEMS, INC.	1,853.00
4410L	Building Maintenance	12/4/17	40978	NERADT ACE HARDWARE	35.97
4410L	Building Maintenance	12/7/17	9637774028	W. W. GRAINGER, INC.	352.18
4410L	Building Maintenance	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	99.80
4410L	Building Maintenance	12/18/17	9647398800	W. W. GRAINGER, INC.	436.72
4410L	Building Maintenance	12/19/17	9648681501	W. W. GRAINGER, INC.	(58.55)
4410L	Building Maintenance	12/20/17	9650202147	W. W. GRAINGER, INC.	176.87
4410L	Building Maintenance	12/31/17	9659162169	W. W. GRAINGER, INC.	(29.70)
4410L	Building Maintenance	12/12/17	R152760	SOUND INCORPORATED	40.00
4410L	Building Maintenance	12/14/17	36000719	PROSPECT ELECTRIC COMPANY	12,500.00
4410L	Building Maintenance	12/31/17	Rebate	COMMONWEALTH EDISON	(4,815.36)
4410L	Building Maintenance	12/1/17	2017-00320005	VILLAGE OF MT. PROSPECT	84.27
4420L	Equipment Maintenance	12/7/17	9637774028	W. W. GRAINGER, INC.	69.42
4420L	Equipment Maintenance	12/29/17	41141	NERADT ACE HARDWARE	59.70
4420L	Equipment Maintenance	12/4/17		SHELL OIL COMPANY	30.00
4420L	Equipment Maintenance	12/4/17		SHELL OIL COMPANY	(2.04)
4420L	Equipment Maintenance	12/13/17	113-1424403-7300205	MC/AMAZON	45.50
4420L	Equipment Maintenance	12/14/17		SHELL OIL COMPANY	26.75
4420L	Equipment Maintenance	12/15/17	NAYAX12/15/2017	NAYAX LLC	63.60
4420L	Equipment Maintenance	12/8/17	113-1777059-7437866	MC/AMAZON	38.97
4420L	Equipment Maintenance	12/8/17	112-5843913-0195446	MC/AMAZON	57.96
4440L	Janitorial	12/1/17	24962	CRYSTAL MANAGEMENT & MAINTENANCE	2,613.33
4440L	Janitorial	12/4/17	119501	SUPERIOR INDUSTRIAL SUPPLY	450.35
4440L	Janitorial	12/7/17	022557807	CINTAS #22	73.23
4440L	Janitorial	12/18/17	9647398800	W. W. GRAINGER, INC.	88.61
4440L	Janitorial	12/19/17	41078	NERADT ACE HARDWARE	52.40
4440L	Janitorial	12/19/17	120068	SUPERIOR INDUSTRIAL SUPPLY	238.20
4440L	Janitorial	12/21/17	022563686	CINTAS #22	73.23
4440L	Janitorial	12/21/17	41096	NERADT ACE HARDWARE	6.28

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4440L	Janitorial	12/27/17	3740333-0	WAREHOUSE DIRECT	864.94
4440L	Janitorial	12/27/17	3740381-0	WAREHOUSE DIRECT	280.55
4440L	Janitorial	12/28/17	3740333-1	WAREHOUSE DIRECT	113.87
4440L	Janitorial	12/29/17	120341	SUPERIOR INDUSTRIAL SUPPLY	856.63
4440L	Janitorial	12/1/17	2017-00320005	VILLAGE OF MT. PROSPECT	580.57
4450L	Equipment	12/27/17	3363510290	STAPLES BUSINESS ADVANTAGE	974.95
4450L	Equipment	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	10.99
4450L	Equipment	12/5/17	7506	TODAY'S BUSINESS SOLUTIONS, INC.	7,394.00
4450L	Equipment	12/1/17	10207435036	DELL MARKETING L.P.	7,654.80
4450L	Equipment	12/1/17	111-2674644-0746606	MC/AMAZON -	420.00
4450L	Equipment	12/6/17	113-3406765-98002236	MC/AMAZON	20.88
4450L	Equipment	12/7/17	112-3289391-9125812	MC/AMAZON	55.28
4460L	Utilities	12/7/17	2182228	CONSTELLATION NEWENERGY- GAS DIVISION	2,509.48
4460L	Utilities	12/31/17	2210393	CONSTELLATION NEWENERGY- GAS DIVISION	3,843.50
4460L	Utilities	12/15/17	12-15-17	VILLAGE OF MT. PROSPECT	729.02
4460L	Utilities	12/1/17	2017-00320005	VILLAGE OF MT. PROSPECT	47.39
4610L	Adult Books	12/1/17	98084801	MATTHEW BENDER	322.57
4610L	Adult Books	12/1/17	347332	H. W. WILSON	199.00
4610L	Adult Books	12/1/17	0001565685	WORLD BOOK, INC.	999.00
4610L	Adult Books	12/1/17	2033342127	BAKER AND TAYLOR	761.02
4610L	Adult Books	12/1/17	000648321	NADASC	115.00
4610L	Adult Books	12/1/17	171218	MC/GENEALOGY.COM	55.45
4610L	Adult Books	12/1/17	171217	AMAZON.COM	21.42
4610L	Adult Books	12/3/17	2033344927	BAKER AND TAYLOR	1,516.07
4610L	Adult Books	12/5/17	62323980	GALE	150.69
4610L	Adult Books	12/5/17	62324672	GALE	51.73
4610L	Adult Books	12/5/17	62325950	GALE	553.85
4610L	Adult Books	12/5/17	62324143	GALE	181.43
4610L	Adult Books	12/5/17	62324406	GALE	26.24
4610L	Adult Books	12/5/17	2033352074	BAKER AND TAYLOR	121.13
4610L	Adult Books	12/5/17	3021943222	BAKER AND TAYLOR	188.10



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4610L	Adult Books	12/6/17	62330766	GALE	127.89
4610L	Adult Books	12/6/17	62332960	GALE	25.49
4610L	Adult Books	12/6/17	2033352929	BAKER AND TAYLOR	951.06
4610L	Adult Books	12/6/17	203335270	BAKER AND TAYLOR	643.80
4610L	Adult Books	12/7/17	62338110	GALE	97.57
4610L	Adult Books	12/7/17	3021949570	BAKER AND TAYLOR	54.76
4610L	Adult Books	12/7/17	5014794214	BAKER AND TAYLOR	294.05
4610L	Adult Books	12/8/17	2017/1082087	D & Z HOUSE OF BOOKS	263.44
4610L	Adult Books	12/8/17	55231	KOREAN BOOKS	330.26
4610L	Adult Books	12/11/17	2033362872	BAKER AND TAYLOR	1,108.35
4610L	Adult Books	12/11/17	3021953881	BAKER AND TAYLOR	4.75
4610L	Adult Books	12/12/17	17898039-R1	BUSINESS & LEGAL REPORTS, INC.	521.95
4610L	Adult Books	12/12/17	98550543	MATTHEW BENDER	201.64
4610L	Adult Books	12/13/17	2033369115	BAKER AND TAYLOR	718.86
4610L	Adult Books	12/13/17	P1-2-2922746	N.A.D.A. APPRAISAL GUIDES	75.00
4610L	Adult Books	12/14/17	2033371604	BAKER AND TAYLOR	769.89
4610L	Adult Books	12/14/17	171211	AMAZON.COM	15.95
4610L	Adult Books	12/15/17	3021962680	BAKER AND TAYLOR	57.57
4610L	Adult Books	12/17/17	171211b	AMAZON.COM	56.62
4610L	Adult Books	12/17/17	113-3867726-7501045	MC/AMAZON	174.72
4610L	Adult Books	12/18/17	171209	AMAZON.COM	17.70
4610L	Adult Books	12/18/17	158807	SALEM PRESS, INC.	467.06
4610L	Adult Books	12/18/17	158806	SALEM PRESS, INC.	560.66
4610L	Adult Books	12/18/17	158805	SALEM PRESS, INC.	276.12
4610L	Adult Books	12/18/17	158804	SALEM PRESS, INC.	276.12
4610L	Adult Books	12/18/17	158803	SALEM PRESS, INC.	2,343.74
4610L	Adult Books	12/19/17	62381030	GALE	29.51
4610L	Adult Books	12/19/17	2033379261	BAKER AND TAYLOR	974.46
4610L	Adult Books	12/19/17	940445	GREY HOUSE PUBLISHING	308.75
4610L	Adult Books	12/20/17	62387393	GALE	51.98
4610L	Adult Books	12/20/17	2017/1082569	D & Z HOUSE OF BOOKS	47.92
4610L	Adult Books	12/20/17	171214	AMAZON.COM	74.31
4610L	Adult Books	12/21/17	2033391571	BAKER AND TAYLOR	973.71

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4610L	Adult Books	12/21/17	62394066	GALE	22.13
4610L	Adult Books	12/21/17	5014812080	BAKER AND TAYLOR	100.19
4610L	Adult Books	12/22/17	0003046705	BAKER AND TAYLOR	(14.69)
4610L	Adult Books	12/22/17	0003046706	BAKER AND TAYLOR	(10.73)
4610L	Adult Books	12/22/17	0003046708	BAKER AND TAYLOR	(14.12)
4610L	Adult Books	12/26/17	3021977454	BAKER AND TAYLOR	47.27
4610L	Adult Books	12/26/17	98834427	OXFORD UNIVERSITY PRESS INC.	11.01
4610L	Adult Books	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	1,630.23
4610L	Adult Books	12/27/17	171219	AMAZON.COM	99.13
4610L	Adult Books	12/27/17	2033397134	BAKER AND TAYLOR	552.08
4610L	Adult Books	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	108.14
4610L	Adult Books	12/30/17	2033406738	BAKER AND TAYLOR	682.67
4610L	Adult Books	12/30/17	171224CR	AMAZON.COM	(35.43)
4620L	Adult AV	12/1/17	2033342127	BAKER AND TAYLOR	29.67
4620L	Adult AV	12/5/17	95633381	MIDWEST TAPE	90.98
4620L	Adult AV	12/5/17	95633349	MIDWEST TAPE	34.99
4620L	Adult AV	12/5/17	95633382	MIDWEST TAPE	114.97
4620L	Adult AV	12/5/17	2033352074	BAKER AND TAYLOR	16.50
4620L	Adult AV	12/5/17	B72140280	BAKER & TAYLOR INC.	18.37
4620L	Adult AV	12/5/17	B72138860	BAKER & TAYLOR INC.	33.94
4620L	Adult AV	12/5/17	B72140400	BAKER & TAYLOR INC.	16.14
4620L	Adult AV	12/6/17	2033352929	BAKER AND TAYLOR	16.50
4620L	Adult AV	12/6/17	171201	MC/TARGET	13.99
4620L	Adult AV	12/6/17	2033355270	BAKER AND TAYLOR	37.99
4620L	Adult AV	12/7/17	B72567760	BAKER & TAYLOR INC.	11.98
4620L	Adult AV	12/7/17	B72567761	BAKER & TAYLOR INC.	25.72
4620L	Adult AV	12/7/17	B72024650	BAKER & TAYLOR INC.	115.48
4620L	Adult AV	12/7/17	B72024651	BAKER & TAYLOR INC.	117.50
4620L	Adult AV	12/7/17	B72024652	BAKER & TAYLOR INC.	18.34
4620L	Adult AV	12/7/17	B72024653	BAKER & TAYLOR INC.	36.70
4620L	Adult AV	12/7/17	B72024654	BAKER & TAYLOR INC.	88.18
4620L	Adult AV	12/7/17	Q09859550	BAKER & TAYLOR INC.	19.81
4620L	Adult AV	12/11/17	95650312	MIDWEST TAPE	44.99

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4620L	Adult AV	12/11/17	95650313	MIDWEST TAPE	100.97
4620L	Adult AV	12/11/17	95650315	MIDWEST TAPE	34.99
4620L	Adult AV	12/12/17	B74085480	BAKER & TAYLOR INC.	14.66
4620L	Adult AV	12/12/17	B74093120	BAKER & TAYLOR INC.	5.23
4620L	Adult AV	12/13/17	B74080430	BAKER & TAYLOR INC.	43.19
4620L	Adult AV	12/14/17	B74002920	BAKER & TAYLOR INC.	82.05
4620L	Adult AV	12/14/17	B74002921	BAKER & TAYLOR INC.	110.22
4620L	Adult AV	12/14/17	B74002922	BAKER & TAYLOR INC.	50.64
4620L	Adult AV	12/14/17	B74311790	BAKER & TAYLOR INC.	10.71
4620L	Adult AV	12/15/17	B74930240	BAKER & TAYLOR INC.	13.48
4620L	Adult AV	12/15/17	B74930360	BAKER & TAYLOR INC.	5.14
4620L	Adult AV	12/15/17	B74930370	BAKER & TAYLOR INC.	10.97
4620L	Adult AV	12/18/17	171210	AMAZON.COM	91.75
4620L	Adult AV	12/18/17	113-3867726-7501044	MC/AMAZON -	84.47
4620L	Adult AV	12/19/17	95672689	MIDWEST TAPE	34.99
4620L	Adult AV	12/19/17	95672700	MIDWEST TAPE	36.99
4620L	Adult AV	12/19/17	95672701	MIDWEST TAPE	34.99
4620L	Adult AV	12/19/17	95672702	MIDWEST TAPE	948.78
4620L	Adult AV	12/19/17	2033379261	BAKER AND TAYLOR	22.59
4620L	Adult AV	12/19/17	113-3867726-7501046	MC/AMAZON	43.80
4620L	Adult AV	12/20/17	B76169640	BAKER & TAYLOR INC.	11.88
4620L	Adult AV	12/21/17	B75938600	BAKER & TAYLOR INC.	128.56
4620L	Adult AV	12/21/17	B75938601	BAKER & TAYLOR INC.	45.56
4620L	Adult AV	12/21/17	B75938602	BAKER & TAYLOR INC.	88.17
4620L	Adult AV	12/21/17	2033391571	BAKER AND TAYLOR	22.00
4620L	Adult AV	12/21/17	B76358750	BAKER & TAYLOR INC.	22.01
4620L	Adult AV	12/22/17	95686975	MIDWEST TAPE	39.99
4620L	Adult AV	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	1,814.73
4620L	Adult AV	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	(41.55)
4620L	Adult AV	12/27/17	B76952240	BAKER & TAYLOR INC.	26.45
4620L	Adult AV	12/29/17	171222	AMAZON.COM - 171222	27.95
4620L	Adult AV	12/29/17	95702723	MIDWEST TAPE	144.96
4620L	Adult AV	12/30/17	171220	AMAZON.COM - 171220	68.84
4620L	Adult AV	12/30/17	171223	AMAZON.COM - 171223	18.77

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4620L	Adult AV	12/11/17	B72024390	BAKER & TAYLOR INC.	15.58
4620L	Adult AV	12/18/17	B74930780	BAKER & TAYLOR INC.	95.96
4620L	Adult AV	12/18/17	B74002700	BAKER & TAYLOR INC.	22.04
4620L	Adult AV	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	12.96
4630L	Youth Books	12/1/17	68165	SEEDLINGS BRAILLE BOOKS FOR CHILDREN	112.75
4630L	Youth Books	12/1/17	0001565685	WORLD BOOK, INC.	999.00
4630L	Youth Books	12/1/17	ARU0244677	SMART APPLE MEDIA	290.68
4630L	Youth Books	12/1/17	0001566837	WORLD BOOK, INC. -	99.00
4630L	Youth Books	12/3/17	2033344404	BAKER AND TAYLOR	427.26
4630L	Youth Books	12/4/17	3021942216	BAKER AND TAYLOR	46.19
4630L	Youth Books	12/5/17	2033349294	BAKER AND TAYLOR	208.39
4630L	Youth Books	12/6/17	2033353302	BAKER AND TAYLOR	807.08
4630L	Youth Books	12/7/17	3021949567	BAKER AND TAYLOR	19.72
4630L	Youth Books	12/8/17	2033358228	BAKER AND TAYLOR	789.50
4630L	Youth Books	12/8/17	2017/1082086	D & Z HOUSE OF BOOKS	222.60
4630L	Youth Books	12/10/17	2033360588	BAKER AND TAYLOR	997.61
4630L	Youth Books	12/11/17	3021953869	BAKER AND TAYLOR	22.30
4630L	Youth Books	12/12/17	DIR2153975	EDC EDUCATIONAL SERVICES	446.73
4630L	Youth Books	12/15/17	2033374267	BAKER AND TAYLOR	308.59
4630L	Youth Books	12/18/17	3021965220	BAKER AND TAYLOR	9.60
4630L	Youth Books	12/19/17	2033385591	BAKER AND TAYLOR	589.95
4630L	Youth Books	12/19/17	2033380401	BAKER AND TAYLOR	215.91
4630L	Youth Books	12/21/17	2033389262	BAKER AND TAYLOR	427.02
4630L	Youth Books	12/22/17	3021975108	BAKER AND TAYLOR	155.12
4630L	Youth Books	12/26/17	2033394369	BAKER AND TAYLOR	274.58
4630L	Youth Books	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	393.30
4630L	Youth Books	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	(0.54)
4630L	Youth Books	12/28/17	2033402514	BAKER AND TAYLOR	451.48
4630L	Youth Books	12/28/17	112-2194183-5326624	MC/AMAZON	393.70
4630L	Youth Books	12/8/17	2033360586	BAKER AND TAYLOR	62.91
4630L	Youth Books	12/13/17	2033368895	BAKER AND TAYLOR	128.52
4630L	Youth Books	12/15/17	3021962691	BAKER AND TAYLOR	22.39
4630L	Youth Books	12/26/17	2033397719	BAKER AND TAYLOR	27.41

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4630L	Youth Books	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	17.81
4640L	Youth AV	12/1/17	236323	FINDAWAY WORLD, LLC	519.96
4640L	Youth AV	12/4/17	B70441710	BAKER & TAYLOR INC.	18.35
4640L	Youth AV	12/4/17	B70441711	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	12/5/17	95633347	MIDWEST TAPE	24.99
4640L	Youth AV	12/5/17	95633346	MIDWEST TAPE	331.94
4640L	Youth AV	12/5/17	95633348	MIDWEST TAPE	23.99
4640L	Youth AV	12/5/17	95633344	MIDWEST TAPE	41.57
4640L	Youth AV	12/5/17	95633343	MIDWEST TAPE	43.99
4640L	Youth AV	12/6/17	59494	LIBRARY IDEAS, LLC	857.54
4640L	Youth AV	12/11/17	95649893	MIDWEST TAPE	21.99
4640L	Youth AV	12/11/17	95649896	MIDWEST TAPE	41.38
4640L	Youth AV	12/11/17	95649897	MIDWEST TAPE	270.94
4640L	Youth AV	12/11/17	95649895	MIDWEST TAPE	23.99
4640L	Youth AV	12/12/17	B72024660	BAKER & TAYLOR INC.	7.34
4640L	Youth AV	12/14/17	238522	FINDAWAY WORLD, LLC	719.93
4640L	Youth AV	12/15/17	238660	FINDAWAY WORLD, LLC	799.94
4640L	Youth AV	12/18/17	B74311800	BAKER & TAYLOR INC.	66.08
4640L	Youth AV	12/18/17	B74311801	BAKER & TAYLOR INC.	8.83
4640L	Youth AV	12/19/17	95672698	MIDWEST TAPE	49.99
4640L	Youth AV	12/19/17	95672710	MIDWEST TAPE	29.28
4640L	Youth AV	12/19/17	171215	AMAZON.COM	31.99
4640L	Youth AV	12/21/17	B76358850	BAKER & TAYLOR INC.	85.20
4640L	Youth AV	12/22/17	95686970	MIDWEST TAPE	327.93
4640L	Youth AV	12/22/17	95686971	MIDWEST TAPE	139.97
4640L	Youth AV	12/22/17	95686973	MIDWEST TAPE	28.48
4640L	Youth AV	12/22/17	95686974	MIDWEST TAPE	5.99
4640L	Youth AV	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	1,275.76
4640L	Youth AV	12/29/17	95702774	MIDWEST TAPE	43.99
4640L	Youth AV	12/29/17	95702775	MIDWEST TAPE	48.85
4640L	Youth AV	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	29.69
4640L	Youth AV	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	69.76

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4650L	Subscriptions	12/1/17	17AADIG	MC/FUTURE HORIZONS	34.95
4650L	Subscriptions	12/1/17	17POPMECH	MC/POPULAR MECHANICS	24.00
4650L	Subscriptions	12/7/17	4685265	EBSCO RECEPTION ROOM SERVICE	1,293.50
4650L	Subscriptions	12/11/17	3040950	WT.COX INFORMATION SERVICES	234.62
4650L	Subscriptions	12/14/17	17UNBASH	UNABASHED LIBRARIAN	71.50
4650L	Subscriptions	12/20/17	46482	BOYS' LIFE	28.00
4650L	Subscriptions	12/20/17	46486	ILLINOIS MUNICIPAL LEAGUE	30.00
4650L	Subscriptions	12/21/17		MC/WALLY'S MARKET - Polish magazines	15.90
4650L	Subscriptions	12/21/17	17ENTERTAIN	MC/ENTERTAINMENT WEEKLY	37.00
4650L	Subscriptions	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	7.00
4650L	Subscriptions	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	2.95
4660L	Electronic Resources	12/1/17	837273696	WEST PAYMENT CENTER	1,820.00
4661L	Electronic Media	12/1/17	95620327	MIDWEST TAPE	1,744.17
4661L	Electronic Media	12/31/17	95705221	MIDWEST TAPE	1,609.46
4662L	E-Learning	12/1/17	62313243	GALE	2,190.84
4670L	Microform	12/18/17	17DHMICRO	PADDOCK PUBLICATIONS	474.20
4680L	Processing	12/19/17		MC/JOANN STORES	27.44
4680L	Processing	12/19/17		MC/WALMART	17.82
4680L	Processing	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	233.27
4680L	Processing	12/27/17	6277436	DEMCO	107.39
4680L	Processing	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	42.51
4680L	Processing	12/27/17	6277436	DEMCO	452.38
4690L	Programs	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	4.99
4690L	Programs	12/15/17	46470	HEATHER BRAOUDAKIS	110.00
4690L	Programs	12/1/17		MC/ILA	40.25
4690L	Programs	12/1/17	112-4320667-1785860	MC/AMAZON	3.88
4690L	Programs	12/1/17	112-0269428-2925872	MC/AMAZON	34.48
4690L	Programs	12/1/17		MC/TARGET	10.00

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4690L	Programs	12/3/17		MC/WORLD MARKET	28.52
4690L	Programs	12/5/17	2033349294	BAKER AND TAYLOR	295.85
4690L	Programs	12/7/17	3021949567	BAKER AND TAYLOR	50.01
4690L	Programs	12/7/17	47136746	SCHOLASTIC, INC.	1,317.04
4690L	Programs	12/11/17	47150738	SCHOLASTIC, INC.	2,030.13
4690L	Programs	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	335.24
4690L	Programs	12/15/17	2033374267	BAKER AND TAYLOR	13.08
4690L	Programs	12/15/17	687618061-01	FUN EXPRESS	427.20
4690L	Programs	12/18/17		MC/PARTY CITY	50.97
4690L	Programs	12/19/17		MC/SUPPLY HERO	224.95
4690L	Programs	12/19/17		MC/WALMART	31.27
4690L	Programs	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	84.26
4690L	Programs	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	56.00
4690L	Programs	12/31/17	2-12/31/2017	Volunteen supplies	9.98
4690L	Programs	12/13/17	MX4J6Y87DM	MC/ITUNES	31.77
4690L	Programs	12/13/17	MX4J6Y6KVT	MC/ITUNES	42.39
4690L	Programs	12/13/17	MX4J6Y8VHT	MC/ITUNES	42.39
4690L	Programs	12/14/17	MX4J6Y7QQS	MC/ITUNES	10.52
4690L	Programs	12/14/17	MX4J6Y606L	MC/ITUNES	21.14
4690L	Programs	12/14/17	MX4J6Y71WL	MC/ITUNES	21.14
4690L	Programs	12/1/17	46464	PROSPECT HIGH SCHOOL MADRIGALS	100.00
4690L	Programs	12/1/17	46466	THE ARLINGTONES	125.00
4690L	Programs	12/19/17	12/19/2017	PEGGY GARVIN	609.00
4690L	Programs	12/20/17	46490	MELISSA MAYBERRY	90.00
4690L	Programs	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	16.37
4690L	Programs	12/15/17		MC/WALMART	12.20
4690L	Programs	12/1/17		MC/STARBUCKS	5.13
4690L	Programs	12/1/17		MC/STARBUCKS	12.89
4690L	Programs	12/5/17	2033352074	BAKER AND TAYLOR	38.00
4690L	Programs	12/5/17		MC/AMERICAN BUTTON MACHINES	750.43
4690L	Programs	12/11/17	2033362872	BAKER AND TAYLOR	57.00
4690L	Programs	12/14/17	114-0416826-6739449	MC/AMAZON	72.33
4690L	Programs	12/15/17	46479	SYLVAN LEARNING CENTER	330.00
4690L	Programs	12/15/17		MC/PLAYSTATION STORE	59.99

Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
4690L	Programs	12/20/17		MC/PLAYSTATION STORE	29.99
4690L	Programs	12/26/17		MC/PLAYSTATION STORE	9.99
4690L	Programs	12/26/17		MC/PLAYSTATION STORE	93.97
4690L	Programs	12/26/17	111-2939679-0515450	MC/AMAZON	266.48
4690L	Programs	12/26/17		MC/NINTENDO POWER	200.00
4690L	Programs	12/27/17		MC/GAMES PLUS	29.99
4690L	Programs	12/28/17	112-6355079-0263447	MC/AMAZON	107.82
4690L	Programs	12/31/17	5-12/31/2017	Reclass from Friends Special Programming	402.82
4690L	Programs	12/31/17	5-12/31/2017	Reclass from Friends Reading Program	102.98
4690L	Programs	12/7/17	114-1228712-1266621	MC/AMAZON	57.80
4690L	Programs	12/7/17		MC/DOLLAR STORE	9.00
4690L	Programs	12/15/17		MC/BRAVO BAKERY	16.24
4690L	Programs	12/27/17		MC/KD MARKET	41.92
4690L	Programs	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	14.66
					\$813,484.26
9530L	Foundation Sponsored Expense	12/1/17	173170878371	FAT BRAIN TOYS	147.70
9530L	Foundation Sponsored Expense	12/1/17	3811681117	LAKESHORE LEARNING MATERIALS	221.88
9530L	Foundation Sponsored Expense	12/1/17	3812701117	LAKESHORE LEARNING MATERIALS	166.72
9530L	Foundation Sponsored Expense	12/1/17	3021905318	BAKER AND TAYLOR	66.11
9530L	Foundation Sponsored Expense	12/19/17		MC/SUPPLY HERO	269.96
9530L	Foundation Sponsored Expense	12/27/17	EFT1479036854	SYNCHRONY/AMAZON	84.37
9530L	Foundation Sponsored Expense	12/1/17	46466	THE ARLINGTONES	200.00
9540L	Friends Sponsored Expense	12/1/17	46462	MARK DVORAK	450.00
9540L	Friends Sponsored Expense	12/1/17	46463	CHRIS FASCIONE	450.00
9540L	Friends Sponsored Expense	12/15/17	46478	KATHERIN BECHTEL	146.17
9540L	Friends Sponsored Expense	12/5/17	2033352074	BAKER AND TAYLOR	316.54
9540L	Friends Sponsored Expense	12/6/17	2033352929	BAKER AND TAYLOR	202.84
9540L	Friends Sponsored Expense	12/7/17	3021949570	BAKER AND TAYLOR	66.64
9540L	Friends Sponsored Expense	12/21/17	2033391571	BAKER AND TAYLOR	9.52
9540L	Friends Sponsored Expense	12/1/17	46465	SALERNO'S	487.00
9540L	Friends Sponsored Expense	12/6/17	46467	SALERNO'S	85.50
9540L	Friends Sponsored Expense	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	62.97



Mount Prospect Public Library  
Library Fund Expenses by G/L Account #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
9540L	Friends Sponsored Expense	12/28/17	PAYROLL12/29/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	221.91
9540L	Friends Sponsored Expense	12/29/17	PettyCash12/29/2017	PETTY CASH	10.00
9540L	Friends Sponsored Expense	12/9/17	EMP12/09/2017	EMPLOYEE REIMBURSEMENTS	(23.43)
9540L	Friends Sponsored Expense	12/31/17	6-12/31/2017	Reclassof MPPL attire	(102.83)
9540L	Friends Sponsored Expense	12/1/17		MC/PESCHE'S FLOWERS, INC.	59.88
9540L	Friends Sponsored Expense	12/6/17		MC/PESCHE'S FLOWERS, INC.	100.00
9540L	Friends Sponsored Expense	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	47.35
9540L	Friends Sponsored Expense	12/13/17	1317	FRIENDS OF MPPL - Reclass of Volunteer expenses.	1,500.00
9540L	Friends Sponsored Expense	12/1/17		MC/ILA	18.75
9540L	Friends Sponsored Expense	12/18/17		MC/WALMART	34.43
9540L	Friends Sponsored Expense	12/18/17		MC/WALMART	64.50
9540L	Friends Sponsored Expense	12/20/17		MC/WALMART	19.79
9540L	Friends Sponsored Expense	12/27/17		MC/TARGET	6.81
9540L	Friends Sponsored Expense	12/27/17		MC/TORTORICE'S	36.05
9540L	Friends Sponsored Expense	12/31/17	5-12/31/2017	Reclass to regular programming	(402.82)
9540L	Friends Sponsored Expense	12/19/17	113-8867058-8952232	MC/AMAZON	80.90
9540L	Friends Sponsored Expense	12/31/17	5-12/31/2017	Reclassto regular programming	(102.98)
9540L	Friends Sponsored Expense	12/1/17	111-0015257-0208269	MC/AMAZON	99.98
9540L	Friends Sponsored Expense	12/1/17	68416	INTERIOR TROPICAL GARDENS	92.00
9540L	Friends Sponsored Expense	12/14/17	PAYROLL12/15/2017	EXPENSE REIMBURSEMENTS TO EMPLOYEES	14.99
9560L	Village Shared Expense	12/16/17	847Z99078812-2017	AT&T - 40% to VOMP	238.77
9560L	Village Shared Expense	12/16/17	847Z99181912-2017	AT&T - 50% to VOMP	152.37
Total Library Fund Expenses for December, 2017					<u><u>\$819,084.60</u></u>

Mount Prospect Public Library  
Capital Project Expenses by G/L Acct #  
For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
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There were no Capital Project Fund expenses for December, 2017.

Mount Prospect Public Library  
**Gift Fund Expenses by G/L Account #**  
 For the Period From Dec 1, 2017 to Dec 31, 2017

<u>Account ID</u>	<u>Account Description</u>	<u>Date</u>	<u>Reference</u>	<u>Transaction Description</u>	<u>Amount</u>
8710G	Gift Fund: Books	12/13/17	2033369115	BAKER AND TAYLOR - Garden Club	\$ 50.55
8740G	Gift Fund: Operating Expenses	12/27/17	GIFT12/27/2017	PayPal fee	1.03
Total Gift Fund Expenses for December, 2017					\$ 51.58

Debt Service Fund  
 Debt Service Expenses by G/L Acct  
 For the Period From Dec 1, 2017 to Dec 31, 2017

Account ID	Account Description	Date	Reference	Transaction Description	Amount
3701D	Interest Expense	12/31/17	1-12/31/2017	To record December, 2017, Interest Expense accrual (\$176,150 x 1/12).	\$ 14,679.17
Total Debt Service Fund Expenses for December, 2017					<u>\$ 14,679.17</u>

## EXECUTIVE DIRECTOR'S DECEMBER 2017 MONTHLY REPORT

### HIGHLIGHTS

Grainger Foundation representative presented a check to John Zulaski (former Library Trustee) on behalf of IEEE (Institute of Electrical and Electronics Engineers) Chicago for library science kits. Although we were not a recipient of these funds, John wanted to take the photo here because we were the initial library that received kits. John reviewed the history of the kits for them.

Exam Cram was greatly appreciated by students, with expressions of gratitude offered continually. One change from previous offerings of exam week services was that the Teen Space was regularly staffed by Evan Mather and Andrea Johnson, Teen Services Librarians, and John McInnes, Head of Fiction/AV/Teen Services, to provide a higher level of engagement with studiers. This presence helped to maintain a study-friendly environment in the Space and more actively promote our program offerings: study snacks, de-stressing activities, and 15-minute tutoring sessions with accredited staff from Sylvan Learning Center.

Anne Shaughnessy, Genealogy Librarian, was announced as a Mount Prospect Shining Star! She was awarded the Stand and Deliver award. Anne will be interviewed and filmed in early January for a clip to be shown at the awards ceremony.

A total of 328 books were donated to the Village for their Holiday Meal Basket Program; patrons brought in 124 of these through the Gift of Reading. Donations from patrons were up this year. This year also saw many more brand-new and appealing titles.

Employee of the Moment: Amy Merda, Youth Services; Olga Smirnow, Circulation Services

Pat on the Back Winner: Luda Gorodetska, IT Services

### TRENDS

Play and Learn (South Branch program) continues to grow and change its demographics as children age out of the program or move on to kindergarten. In December, we had three Play and Learn programs with attendance totaling 49 for the month; an average of 16 attendees per program. More families are coming in with younger toddlers, so the program centers on shorter, more visual books, and fingerplays. (*Promote and support education and lifelong learning*).

South Branch started a new reading adventure – staff is inviting pre-kindergarteners to read 1,000 books before they start kindergarten. We incorporated a “reading along” project which will support our young patrons in achieving their goals: we read with

children, we read for children, we let them read for us during any open hours when time permits. Time varies from five to ten minutes. We hope to be a part of their earliest education. Some of the participants are 2-3 years old. By the end of December 2017, we had enrolled 10 toddlers to the 1,000 Books Before Kindergarten program! (*Promote and support education and lifelong learning*).

After several months of precipitous growth, use of Hoopla finally diminished in December (albeit at the third-highest monthly total for 2017). One particular area of lower circulation was music; the music industry historically releases very few new titles for the year following Thanksgiving, and the absence of high-demand new releases may have impacted usage in this area.

A total of 802 adult study room reservations were made for MPPL patrons, up 37% from the same period in 2016.

## **STRATEGIC PLAN**

Teens at the Teen Book Café program offered at Starbucks by Andrea Johnson, Teen Librarian, may have come for the free drinks, but they left with armloads of books and the beginnings of some new friendships. Six enthusiastic readers attended, and initial shyness began to disappear once Andrea began booktalking; they asked questions of Andrea and each other, shared their own book recommendations, shared the giveaway books generously with one another, and exchanged social media handles before walking back to the Library together (wanting to continue the conversation past the program). (*...expand off-site activities and services where needed. Provide and sustain a book culture through literary knowledge and interactive experiences.*)

Evan Mather and Andrea Johnson also repeated the very popular 3-D Print Yourself program, where attending teens learned about 3-D scanning and the math that makes it possible, sat for a 360° scan of their heads, and then used 3-D modeling software to edit and/or creatively enhance their scans. (*Provide active learning opportunities that support literacy, the Common Core Standards, and STEAM (Science, Technology, Engineering, Arts and Math) skills. Continue to develop and promote services and programming for all ages that support the Maker Movement.*)

The ongoing Night Off? Game On! program was facilitated again by Jenny Massa, Fiction Program Librarian. The game of the month in December was Pandemic, a game in which all players work as a team to save the world from a virus spreading. All gaming tables had a mix of people that did not know one another. While this required some orchestration by Jenny to facilitate the combination of groups, this happened largely naturally this time around partly due to the familiarity of the gamers. (*Develop and implement more extensive and targeted services for the Millennial Generation...*)

Jenny Massa crafted a timely feature of contemporary female-centric short story collections to satisfy interest piqued through “Cat Person” by Kristen Roupenian, a *New*

Yorker piece that went viral. *(Expand engagement by and with patrons through social media to increase Library's presence and to promote and deliver services.)*

December continues to be a popular month for piano recitals at the Library. We offered space for three this month, Natalie Clyne returned for a third time, and Lake Cook Piano Studio and Guitar Tom were new. *(Library will provide spaces for collaboration, gathering, enjoyment and learning.)*

Emilie Alcock, Technology Librarian, continued to post interesting and engaging social media content. The post that reached the most people was an article with holiday recipes from Emily Dickinson. The post that had the most engagement was a BuzzFeed article with a quiz that would give users a Dewey Decimal number. People were invited to share their results. This month on Twitter, the Social Media Committee obtained an Elf on the Shelf named Dewey and had him in various places all over the Library. Emilie tweeted 20 times, mostly with the elf. In total, the Tweets had 14,214 views and 250 engagements for an average of 711 views and 13 engagements per Tweet. The most-viewed Tweet as well as the Tweet with the most engagement was a #ElfOnTheLibraryShelf photo of Dewey zip lining down an aisle in the stacks. *(Expand engagement by and with patrons through social media...)*

Steve Browne, Electronic Resources Librarian, was excited to announce that the Library began a subscription to Rosetta Stone Library Solution in late December. After a write-up of the product appeared in the January/February *Preview* newsletter (delivered in late December), we received several calls at the Research Desk asking for more information. Rosetta Stone offers instruction in 30 languages, and offers more in-depth instruction than Mango Languages, our other language learning resource. Gale PowerSpeak was dropped as of December 31 in favor of Rosetta Stone. *(Grow and promote e-Learning Resources...)*

One special treat this month for Youth Services was a donation from a local dentist. Fantastic Smiles contacted the Library about getting involved in a storytime. Coincidentally, one of the December storytime themes was "teeth." Consequently, we were able to accept bags that included toothbrushes, toothpaste, and brochures to hand out to children in Story Tots, On My Own, and Open Storytimes. We gave out about 85 bags. The remaining 40 bags were sent to South Branch to give out at Play and Learn programs. *(Library will nurture existing partnerships, develop new relationships, build coalitions and participate in joint ventures.)*

## **LIBRARY BUSINESS**

### **December Circulation**

2013:	77,630
2014:	79,161
2015:	73,587
2016:	75,758
2017:	71,646

**Included in the above total**

Electronic Media:	4,036
Express Checkout:	9,920
First time checkouts:	51,133
Interlibrary Loan Borrowed:	229
Interlibrary Loan Loaned:	294
Reciprocal Borrowing:	6,168
Renewals:	16,477
South Branch:	2,965

**Library cards issued:**

Business:	0
Non Resident:	0
Reciprocal Borrowers:	62
Resident:	167
Total Active Cards:	5,238
Total Registered Cards:	49,899

**Collection (all collections): 489,148 items**

AV items (included above): 71,180 items

E collection (included above): 11,816 e-audiobooks, 25,913 e-books, 82 e-journals, 226 e-videos, and 211 e-music records.

Volumes (included above): 359,304 items

Donations: 24 books, donated by groups and individuals, were added to the collection this month.

Donations: 0 audiovisual items, donated by groups and individuals, were added to the collection this month.

**December 2017 Total Questions: 13,629    December 2016 Total Questions: 14,082**

Fiction/AV/Teen	2,251
Research	3,728
Registration	4,936
South Branch	1,029
Youth Department	1,685



**Voters Registered:**

Main:	0
South Branch:	0

**IT SERVICES – T. Loga****Migration to Evanced Signups & Spaces Complete**

The migration from Events/Erooms to SignUp/Spaces was completed on Wednesday, December 6, 2017. The public event calendar and all Web links to individual events were successfully changed over and staff began using the new Web-based system for patron event registration and room booking. In 2018 we will begin more serious consideration of allowing self-serve study room booking using the Evanced add-on named DiBS. *(Library will provide and support responsive technologies for patrons and staff to meet evolving and emerging needs and to increase ease of use.)*

**Camera Installed In Server Room**

A security camera was installed in the computer server room – this was recommended as part of an overall security review done in 2016. *(Maintain a secure environment ...)*

**Additional Proximity (Prox) Card Readers**

We are planning on installing prox card readers controlling the doors of Meeting Room B and the Youth Activity Room. They would be controlled using the existing centrally managed Lenel OnGuard access control system. *(Regularly assess patterns of use (staff and public), and be responsive to new needs and services requiring changes in physical space. Library will provide and support responsive technologies for patrons and staff ... to increase ease of use.)*

**BUILDING – T. Garvin**

EXTERIOR – December started out much warmer than normal. We had our high temperature of 65° on the 4th. This was followed by more normal December temperatures with another warm up mid-month when we hit the low 50s. This was followed by a significant drop during the last week of the month when we went down to negative readings overnight and daytime highs in either the single digits or low teens. The lowest reading we had was -4° on the 27th. We had some snow just in time to provide us with a white Christmas when we got 2” on the 24th. Total snow for the month was well below average however; average for us is 8” and our total for the month was just over 5”.

The lighting retrofit project detailed in last month’s report has been completed. This project was the replacement of all of the lighting in our garage area. The lights that we had were the original high pressure sodium fixtures from the 1976 building. These were replaced with new efficient LED lighting. Prospect Electric, our electrical contractor, had found a rebate program offered by ComEd to convert the fixtures to LED lighting. The project was completed and invoiced by Prospect Electric and ComEd issued us a rebate

for \$4,815.36, slightly more than one-third of the cost of the project. *(Library will provide inviting, convenient, well maintained, comfortable, and safe facilities and will practice effective up to date facility management.)*

The south side of our electronic sign lost power in November. We had our sign contractor, Bright Light Sign, out to investigate the problem. They found that the power supply unit for that side of the sign had failed. New parts were ordered and were installed on the 21st, putting the sign back into full operation.

INTERIOR – One of our boilers required some work as we were getting error readings which required frequent resetting. We had our boiler contractor out to investigate and they found the air flow switch which indicates that the fan for the blower is operating correctly had failed. They also found the device which controls the speed that the blower operates had failed as well. New parts were ordered and installed on the 19th. Because we have three boilers which rotate use, having one of the boilers not operating did not cause any disruption to our needs. *(Continue to budget for and act on building issues in prompt manner to have a well maintained building.)*

We are working with our contractor for the electronic door locking system, Sound Inc., to add several locks which will then make the rooms accessible with the proximity cards issued to staff. The doors to be included in this upgrade will be both sets of doors to access the Youth Activity Room and Meeting Room B (the conference room in the main lobby). *(Regularly assess patterns of use (staff and public), and be responsive to new needs and services requiring changes in physical space.)*

We had our 4th quarter preventive maintenance work done on our elevators by Otis. All elevators are operating correctly without any issues.

PROJECTS – We have been continuing with the redesign of the second floor staff work room. We are working directly with KI, the manufacturer, to reuse as much of our existing equipment as we can. They have provided us with updated CAD drawings of the spaces which we will review with staff to find the most practical layouts. There is an increase in the number of work stations; there will be a total of 21 in the central area, up from 18. To achieve this, the sizes of the individual stations have been reduced. We are also including a small conference room on the west end. This room is going to be created using a KI movable wall system call Genius walls. Additionally an improved storage area will be installed on the southern walls. We are expecting to have the final design by mid-January.

SECURITY – Our Teen Space is used quite heavily by our teen patrons. We have found the need to increase our patrols and checking on this area due to the increased use. The staff that serve our Teen patrons has recently updated a written set of guidelines to assist with monitoring behavior in the Teen Space to insure consistent and clear standards be applied. We have found this to be helpful.

## VOLUNTEERS

Adult Volunteers: 23 Volunteers 99 Hours Worked

Volunteers: 8 Volunteers 47.5 Hours Worked

## PROGRAMS (see attached list for specific programs)

<b>Event Type</b>	<b>Number of Programs</b>	<b>Attendance Total</b>
Senior Sessions	1	25
Discussions	5	72
Adult Programs	5	269
Special Programs (Adult and Youth)	14	77
Community Outreach Programs	24	890
Technology Programs	6	30
South Branch Programs	8	106
Young Adult Programs	5	224
Youth Programs	5	379
Youth Storytimes	31	501
<b>Total Programs</b>	<b>102</b>	<b>Total Attendance 2,369</b>

## Highlights:

Based on the strong demand for July's multigenerational escape room program, the program was offered again and limited to adult patrons. Jenny Massa, Fiction Program Librarian, partnered with Evan Mather, Teen Services Librarian, and Donna Culhane, Fiction/AV/Teen Librarian, for a successful revisiting of a nontraditional program.

Exclusive to You: e-Learning at [mppl.org](http://mppl.org), led by Steve Browne, Electronic Resources Librarian, attracted six patrons, three of which had never heard of the concept of e-Learning. These patrons were hoping to learn more about Library databases in general. Steve was able to adapt and cover a wide range of databases in addition to e-Learning resources. (*Promote and instruct patrons on e-Learning resources.*)

On December 28th, Community Connections Center and South Branch held an Open House for Village of Mount Prospect and Mount Prospect Public Library staff. We welcomed about 20 staff who learned about our work via conversation and video shown in the Programming Room. Delicious sandwiches and cookies were also served. Among our guests we welcomed Mayor Arlene Juracek.

Laura Bos, Youth Services Technology Librarian, and Dana Folkerts, Youth Services Assistant Department Head, presented Click & Create ScratchJr for patrons in grades 1-2. During this program, attendees learn how to use the Scratch programming

language through the ScratchJr app and worksheets. This language is used in other Library programs, so this is a great introduction for attendees. *(Provide active learning opportunities that support literacy, the Common Core Standards, and STEAM...)*

### **Upcoming Adult Education Programs**

February 6	Financial Forecast for 2018
February 13	Inviting Songbirds to Your Yard
February 19	Cutting the Cord: How to Stream Everything
February 24	75th Anniversary Art Exhibit
February 25	75th Anniversary Art Exhibit
February 26	College Planning for Students With Learning Differences
February 27	MPPL Foundation Presents The Shakespeare Project: <i>Women Beware Women</i>

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

December

- 01 iREAD Committee – D. Folkerts  
University of Illinois Entity & Advanced 1040 Issues – C. Peterson
- 04 District 26 Community Engagement meeting – C. Bartlett  
Outreach – Lincoln Middle School – Andrea Johnson
- 05 Outreach – District 214 Bilingual Parents Night – Evan Mather
- 06 Chamber Business Breakfast at Emerson’s Ale House – J. Collier
- 07 School Visit – Lincoln Middle School – P. Gillogly  
Outreach – Lincoln Middle School book talks – Evan Mather
- 08 LACONi CSS Committee Meeting at Elk Grove Public Library – S. Chiappone  
District 214 Web Content Marketing with Mana Ionescu – C. Morency

### **Total Webinars and Online Training Sessions: 16**

SirsiDynix Executive Year-End Update (30 min.) – For Dale Heath, Head of Research Services, the most useful part of this webinar was hearing what SirsiDynix is working on for the coming year. Of interest was the availability of tutorials for BLUEcloud Analytics, planned integration of Ebsco products in BLUEcloud eRM, and an overview of some of the new Enterprise customization consulting services offered by SirsiDynix.

Designing Training (RAILS) – This webinar outlined the ADDIE model of training for designing patron and staff training sessions. The ADDIE acronym stands for assessment, design, development, implementation, and evaluation of training. The webinar included lots of “nuts and bolts” information – a bit too basic and detailed, e.g., what color markers to use on a flip chart. Some useful information was included but we

were expecting more instruction on how to develop training plans. Dale Heath, Head of Research Services, and Julie Collins, Assistant Head of Research Services, attended.

### **SELECTED MEETINGS, WORKSHOPS, ETC. ATTENDED BY BOARD**

Dale Draznin – 7 75th Anniversary Committee

Terri Gens – 7 75th Anniversary Committee

### **FRIENDS OF THE MOUNT PROSPECT PUBLIC LIBRARY**

The Friends created a FOL Facebook page with help of a volunteer. Board approved request to sponsor t-shirts for all staff to promote the 75th with kick off of winter reading. They had their largest ever December special holiday sale – bringing in \$1,738 for a four hour sale!

### **MOUNT PROSPECT PUBLIC LIBRARY FOUNDATION**

No meeting in December. Donations continued to come in during December for the fall appeals campaign. Committee is working on drafting a letter to attorneys and financial planners to promote Planned Giving for the Foundation. A revised Foundation Web page is almost ready to go “live.”

### **STAFF ANNIVERSARIES**

Olena Bulakh, Collection Management, 10 years  
Russell Jackson, Building Services, 5 years

Please note: Executive Director’s report is also available on the Internet via [mppl.org/about/board-of-trustees/approved-board-minutes/](http://mppl.org/about/board-of-trustees/approved-board-minutes/)  
Each link includes the corresponding Executive Director’s report.

## December 2017 Programming Statistics

Monthly Summary by Event Type		
Event Type	Number of Programs	Attendance Total
Senior Sessions	1	25
Discussions	5	72
Adult Programs	5	269
Special Programs (Adult and Youth)	14	77
Community Outreach Programs	24	890
Technology Programs	6	30
South Branch Programs	8	106
Young Adult Programs	3	20
Youth Programs	5	379
Youth Storytimes	31	501
<b>Grand Total</b>	<b>102</b>	<b>2369</b>
Event Type/Program	Attendance Totals	
<b>Adult NF Programming</b>		
<b>Adult NF Programming</b>	<b>202</b>	
Create a Holiday Centerpiece	27	
MPPL Foundation Holiday Harmonies Concert: The Arlingtones	77	
Prospect High School Madrigals Holiday Concert	98	
<b>Discussion</b>		
<b>Discussion</b>	<b>72</b>	
Book Chat Book Discussion	12	
Coffee, Books and More	22	
Food for Thought-Session 1	8	
Food for Thought-Session 2	6	
Friends of the Library Book Discussion	24	
<b>Community Outreach Programs</b>		
<b>Community Outreach Programs</b>	<b>890</b>	
<b>Movie Screening</b>		
<b>Movie Screening</b>	<b>67</b>	
Movies @MPPL: <i>The Glass Castle</i>	67	
<b>Open Storytime</b>		
<b>Open Storytime</b>	<b>147</b>	
Open Storytime	147	
<b>Patron Program</b>		
<b>Patron Program</b>	<b>77</b>	
A Good Yarn: Knitting and Crocheting Guild	12	
Escape From the Library! (10-11 Group A)	6	
Escape From the Library! (10-11 Group B)	0	
Escape From the Library! (11-12 Group A)	2	
Escape From the Library! (11-12 Group B)	0	
Escape From the Library! (1-2 Group A)	5	
Escape From the Library! (1-2 Group B)	0	
Escape From the Library! (12-1 Group A)	3	
Escape From the Library! (12-1 Group B)	0	
Escape From the Library! (2-3 Group A)	4	
Escape From the Library! (2-3 Group B)	5	
Escape From the Library! (3-4 Group A)	5	
Escape From the Library! (3-4 Group B)	4	
Night Off? Game On!	31	
<b>Reference Program</b>		
<b>Reference Program</b>	<b>5</b>	
Exclusive to You: e-Learning at mppl.org	5	
<b>Registered Storytime</b>		
<b>Registered Storytime</b>	<b>354</b>	
From Bibs to Books	170	
On My Own	36	
Story Tots	148	
<b>Senior Session</b>		
<b>Senior Session</b>	<b>25</b>	
Welcome Winter	25	

## December 2017 Programming Statistics

Event Type/Program	Attendance Totals
<b>South Branch YA Program</b>	
<b>South Branch YA Program</b>	<b>9</b>
Crafternoon: DIY Holiday Gifts / Haz regalos artesanales para la Navidad	9
<b>South Branch Youth Program</b>	
<b>South Branch Youth Program</b>	<b>97</b>
Holiday Concert with Laura Crotte / Concierto de Navidad con Laura Crotte	14
LEGOmania	7
Make and Take Craft/ Hazlo y Llévatelo	16
Play and Learn/ Jugar y Aprender	49
Rock & Read	11
<b>Technology Program</b>	
<b>Technology Program</b>	<b>25</b>
Mail Merge With Microsoft Word®: Labels, Letters, & Envelopes	3
Microsoft Publisher® Greeting Card Basics	3
Open Tech Lab	13
Special FIRST Thursday 3-D Printing: Design a 3-D Printed Holiday Ornament	6
<b>Young Adult</b>	
<b>Young Adult</b>	<b>20</b>
3-D Print Yourself	8
Teen Advisory Board Meeting	6
Teen Book Café @ Starbucks	6
<b>Youth Craft Program</b>	
<b>Youth Craft Program</b>	<b>60</b>
Create-a-Craft: Holiday Hoopla	60
<b>Youth Program</b>	
<b>Youth Program</b>	<b>274</b>
Teddy Bear Walk	274
<b>Youth STEAM Program</b>	
<b>Youth STEAM Program</b>	<b>45</b>
Click & Create Junior: ScratchJr	10
Full STEAM Ahead	23
Sew Much Fun	12
<b>Grand Total</b>	<b>2369</b>

Closed Minute Resolution 01-2018

Whereas, the Mount Prospect Public Library Board has met to review closed minutes for semi annual review as mandated at their regular meeting, January 18, 2018;

Whereas, the Mount Prospect Public Library Board has determined that the need for confidentiality still exists;

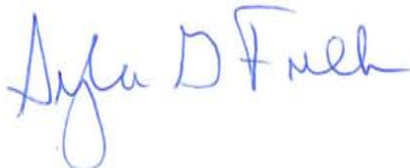
Therefore, the closed minutes are to remain closed.

Ayes: Dale Draznin, Michael Duebner, Jane Everett, Sylvia Fulk, Terri Gens, Sylvia Haas

Nays: None

Absent: Brian Gilligan

Passed this 18th day of January, 2018.

A handwritten signature in blue ink that reads "Sylvia G. Fulk". The signature is written in a cursive style with a large, looped initial 'S'.

Sylvia G. Fulk, Board President