POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

MEETING OF THE BOARD OF TRUSTEES OF
POPLAR CREEK PUBLIC LIBRARY DISTRICT

Date: March 15, 2018
Time: 7:00 p.m.
Place: Mercedes A. McGowen Board Room

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. President's Report

5. Public Forum- Questions concerning agenda

6. Accept Agenda
Request a Motion to accept agenda as presented

7. Secretary's Report – Trustee Porter
A. Correspondence

8. Teen Advisory Report – Student Trustee Condrea

9. Executive Director's Report
Guest Manager –Jill Berrill

10. Business Manager's Report

11. Consent Agenda Approval:
A. Minutes of Regular Board Meeting – February 15, 2018
B. Semi-Monthly Expenditures for $427,784.63 from February 2, 2018 through March 9, 2018.
C. Acceptance of Executive Director's Report and Business Manager's Report

Motion to Approve Consent Agenda

12. Recess to Executive Session
Motion to recess to Executive Session
A. Request the Board to adjourn into Executive Session (5ILCS 120/2) (C) (1) to Discuss the employment, compensation, discipline, or performance of specific employees.

13. Reconvene Open Session

14. Roll Call

15. Motion to request the Board to consider the request for an Out of State Retirement Credit Authorization

16. Current Business

A. Trustee ILA Update

B. Discussion/Motion to select a vendor for Studio Sound Proofing

C. Discussion/Motion to select a lawn care service vendor and contract

D. Discussion/Motion to select a vendor for the "email migration project"

17. **Public Forum** – Questions concerning library

18. Comments/Topics for April Board Meeting
(Trustees are reminded to give future agenda topics directly to the President)

19. Adjournment
Request the Board to adjourn to next regular meeting of April 19, 2018.

MEETING MINUTES OF THE BOARD OR TRUSTEES OF POPLAR CREEK PUBLIC LIBRARY DISTRICT

Thursday February 15, 2018
7:00 p.m.
Mercedes A. McGowan Board Room

1. Call to Order–President Prosser called the meeting to order at 7:00 p.m.

2. Roll Call: Trustee Harry, Hulke, Kennedy, Khan (arrived at 7:31), McCreary, Student Advisory Trustee Condrea and President Prosser.
Absent–Trustee Porter
Also Present–Executive Director Debra Stombres, Deputy Director Kris Kenney, Deputy Director Ron Pauli, Administrative Assistant Deborah Muscarello and Technical Services Coordinator Cassidy Fontana.

3. Pledge of Allegiance

4. President's Report–Discussed the Library's snow day and per the Strategic Goals the Trustees agreed to be more active in the community. Trustee McCreary distributed a "Trustee Activity" sheet, as the Trustees attend an activity, they will update Deborah Muscarello to record.

5. Public Forum–Questions concerning agenda–None

6. Trustee Kennedy moved and Trustee Hulke seconded a motion to accept the agenda as presented.
Voice Vote Unanimous

7. Secretary's Report–Debra Stombres

A. Correspondence–Thank you for the flowers from Sherri Harry, Mary Hauserman and Lisha Pauli

8. Teen Advisory Report–Student Trustee Condrea Reported to the Board

DRAFT

9. Executive Directors Report–Debra Stombres reported to the Board. Debra also discussed the TIFF extension at Mayor Craig's request and strategic goals for 2018.
Guest Manager–Cassidy Fontana reported to the Board

10, Business Manager's Report– Debra Stombres was available for questions

11. Consent Agenda

a. Minutes of the Regular Board Meeting–January 18, 2018

b. Semi–Monthly Expenditures for $419,686.66 from January 13, 20178 through February 9, 2018

c. Acceptance of Executive Directors Report and Business Manager's Report

Trustee Kennedy moved and Trustee McCreary seconded a motion to approve the consent agenda as presented.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary, President Prosser and Student Advisory Trustee Condrea
Nays
Absent Porter

Motion Passed

12. Current Business

a. Naming rights–Debra discussed with the Board, the decision was to have the policy committee write a policy in the event the Library receives a request.

b. Lighting Discussion and Decision–Ron Pauli reported to the Board and distributed quotes.

Trustee Kennedy moved and Trustee Harry seconded a motion to accept the proposal for the Amoeba and Parking lot lights not to exceed $9,167.81.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary, President Prosser and Student Advisory Trustee Condrea
Nays
Absent Porter

Motion Passed

c. Studio Sound Proofing Discussion/Decision–Voice Vote unanimous to Table

DRAFT

13. New Business

a. Trustee Kennedy moved and Trustee McCreary seconded a motion to request the Board to sign a MOU to provide story times as part of a grant proposal with Keeneyville School District #20.

Roll Call Ayes Harry, Hulke, Kennedy, Khan, McCreary, President Prosser and Student Advisory Trustee Condrea

Nays

Absent Porter

Motion Passed

14. Public Forum–Questions concerning library–None

15. Comment/Topics for March Board Meeting–Studio, Lighting and Trustee ILA updates

16. Trustee Hulke moved and Trustee Khan seconded a motion to adjourn to the next Board Meeting of March 15, 2018.

Voice Vote Unanimous

Adjourned at 8:51 p.m.

Deborah Muscarello
Administrative Assistant

DRAFT

Librarian's Report—March Meeting, 2018

PERSONNEL – February

- Michael S., temporary tech. support specialist, separation of service effective 2/11/18

PROJECTS/EVENTS

- Our Winter Reading Challenge Closed February 23rd. All departments saw an increase in participation this year. We feel it is due to simplifying the program, unifying the departments and good marketing techniques.
- February 22 – We held the final drawing for the Kung Fu Panda Kick Butt Customer Service Award. Ten employees were selected over the past three months to each carry the panda for one week in honor of their outstanding customer service as nominated by their peers. The ten employees were Dalleny Roman, Vynette Belluomini, Kitty Naughton, Tim Hughes, Kathleen Ryczek, Audrey McArthur, Teresa Montesano, Lauren Manu, Lynn Donahue and Sue Frazier. The drawing to take home the panda was won by Tim Hughes.
- February saw the "soft opening" of the Studio on the lower level. There is a lot of interest in the services we are offering there. We are in the process of training staff and developing documentation and a web presence before our official "grand opening", hopefully to be held on April 15th.
- The Glass Wall project appears to have been delayed by an entire month due to materials availability. The current timeline from the awarded contractor has the project beginning the end of March and completing in mid-May. We are hopeful they will begin with the Studio so as to not have that under construction at the time of the grand opening. Debra has let the contractors and architects know she is disappointed in the delays.
- Bill and Ron worked with a ComEd lighting consultant to develop proposals for replacing lights with LEDs, and applying for grant funds for a portion of the replacement costs. It was determined by the board that solving our Amoeba lighting issues should take priority. Two kinds of lights we demoed on the Amoeba and the best illumination was selected.
- Kristine and Paulette have worked feverishly to make PCPLD a passport application location. They recently received the approval and we will be working on procedures for this new service!
- Debra had a sound engineer come evaluate meeting room 1. He indicated that the first priority should be to do more insulation of the room. He suggested heavy curtains that could cover back walls and back side walls when using amplification but be opened back up when we want the natural reverb we currently have for things like string quartets. He brought up carpet squares as a possibility for flooring. After we make progress on deading the room, he would come back and make recommendations for upgrading the sound system itself. He will send us a contact recommendation for sound absorption

MEETINGS and ACTIVITIES – Debra Stombres, Executive Director

- February 5 and 19 -- Debra held director's meetings
- February 6/7 – The Director's held all –staff meetings at four different times, Ron and Kristine both presented information at all four meetings
- February 8 – Debra and Sue H met to discuss the budget process
- Debra held various meetings with individual department heads as needs arose, to discuss U46 summer camp, studio best practices, roof leaks, IMRF funds, etc.
- February 13 – Debra, Kris, Candace, Mary P, Blanca and Steven all attended the Hanover Park Mardi Gras After Hours party
- February 14 – Debra attended an Envisionware Product demo
- February 15 – Regular meeting of the PCPLD Board of Trustees
- February 20 – Debra held an Executive Committee Meeting
- February 22 – Curt Leppard from Baker and Taylor trained numerous staff in TitleSource 360, an online library material ordering platform
- February 27 – Debra held a meeting with all involved in building the services in the new studio space
- February 28 – Debra and others viewed the first of two instructional webinars on Copyright and the Public Library

Deputy Director of Public Services – Kristine Kenney

- February 1 Attended a Streamwood Chamber Board Meeting
- February 1 Met with Windy City Bulls representative
- February 6 Held a staff Programming Committee meeting
- February 8 Held a Public Desk Managers meeting
- February 13 Attended the Bartlett Area Chamber Business After Hours
- February 13 Attended the Chicago Computer Society meeting
- February 15 Watched a webinar of Beanstack Reader
- February 21 Attended a Bartlett Area Chamber Membership Committee meeting
- February 21 Offered a train-the-trainer presentation to our library instructors
- February 22 Held a Summer Reading committee meeting
- February 27 Attended an ILA Awards committee call
- February 28 Viewed an online demonstration for Library Market
- Attended the following: Director's meetings; Executive Committee; Dep. Dir. Meeting; Leadership committee
- Contacted 13 vendors for the Farmers Market
- Contacted Passport office and received paperwork to move forward with training

Deputy Director of Support Services – Ron Pauley

- Attended the following: Director's Meetings; Leadership Committee; Dep. Dir. Meeting; Board Meeting; All Staff Meetings; Studio Planning Meeting
- Completed the following Compliance Dashboard Activities: COBRA Provisions & Notices Requirements; Medicare Coordination of Benefits; Form 1095-B & Form 1095-C Reporting
- Conducted Personnel Meetings to discuss FMLA
- Presented to "all staff" meetings information re TelaDoc service benefits as well as overview of updated Emergency Manual Flipbook
- Prepared presentation for Paylocity mobile app for future All Staff Meeting(s) and demonstrated Paylocity app to Executive Committee
- Contacted Worker's Compensation Insurance Provider re staff member
- Created a Studio Reservation Form for use of the Studio facilities as part of their training
- Met with Bill Slayton and rep from LEDRITE to discuss ComEd incentives and lighting proposals for Children's Area/ Amoeba are with savings estimates and ROI data
- Met with Branch Coordinator to discuss budgeting and maintenance issues
- Ran a BC/BS eligibility report for documenting any changes to eligible staff
- Contacted IMRF as authorized agent to add one staff member to Tier 2 eligibility and research out-of-state credit request
- Coordinated with Sue H. and Debra S. response to IMRF Accelerated Payment for two recent retirees with a formal Request for an Accelerated Payment Exemption
- Contacted Delta Dental re problems with staff access to website for creating an account

Reference Services Department – Paulette Harding

- Kathleen Ryczek created a wonderful "winter splendor" display which switched to an "Olympics" themed display.
- I created a display for Valentine's Day with poetry books, romantic destinations and relationship guides. Then I highlighted President's day with trivia information on all the presidents and their wives and information on George Washington and Abraham Lincoln.
- Kathleen has added a display highlighting crafts for National Craft Month.
- Scott Casper attended a WSAP (Western Suburban Adult Programmers) meeting February 1, 2018 at Carol Stream and returned with a good list of potential speakers.
- The VITA (volunteer income tax assistance) kicked off this month. Although we had more volunteer interest, we had only one volunteer and myself who completed certification. Appointments began February 6, 2018. To date, we have 35 returns through the program; 21 have already been accepted, 2 completed in paper, and the others are in review.

Teen Services Department – Hannah Sloan (reported by Tom Burnham)

- Racha created a "Blind Date with a Book" board for teens to check out for February's Valentine Day passive program. 8 books were checked out in total.
- The other four purple chairs were brought to the Teen Department in mid-February. One was sent back because there was an issue with it.
- We all worked on weeding lists for the Teen fiction, non-fiction, graphic novels, and Spanish collections.
- There were 24 teens who signed up for the Winter Reading Challenge.
- Tom worked with Jennifer Kowzczek, the librarian at Tefft and Canton Middle Schools, to get the list of books for the March Madness battle between Tefft and Canton. The brackets will be displayed in the windows of the Teen Department, and voting will take place at the schools. Jennifer will then e-mail Tom the results and the brackets will be updated each week.

Material Services Department – Peggy Maiken

- Worked with ILL and circulation staff to set up procedures for LINKin interlibrary loan requests.
- With Mayra, Pat and Teresa visited the Gail Borden Public Library to learn about their internal procedures for handling LINKin requests.
- Submitted a test order with Midwest Tape and completed the final profiling so we are now ready to order AV materials from Midwest Tape.
- Reviewed quote from Baker & Taylor and scheduled training for selectors who now purchase non-fiction from B&T.
- Listened to a presentation from an Envisionware representative about Point-of-Sale products for our circulation desks that would include credit card payment options.

Dept. Stats:	Reference Questions	Tech Questions	Directional and Other Questions
Ref Desk	545	44	541
Popular Materials Dept	312	0	127
AV/Media Desk	273	363	98
Children's Desk	468	60	239
Teen Desk	122	175	63
Ask Me Desk	141	41	96
Studio	83	48	17
Branch	41	72	33
TOTALS	**1985**	**803**	**1214**
	IPLAR	**4002**	

Training Hours by Department	
Reference Services	5.5
Popular Materials	.5
Teen Services	0
Branch	3.25
Children's Services	8.5
IT Services	1.5
Materials Services	4.5
Maintenance	0
Admin/Business/Reception/PR	32.75

Meeting Room STATS

Maintenance did 66 Room Setups

Room Use

By Staff – 49

By Outside groups – 17

RA Study Room Uses – 223

Teen Study Room Use -- 56

Children's Study Room Use - 21

Popular Materials Department – Jill Berrill

Department News:
February Craft: Valentine Mason Jar

Figure 1: February Craft: Valentine Mason Jar

Figure 2: March Craft: Handmade Greeting Cards

In February:

The Winter Reading Challenge ended on February 23. We are happy to report that we had a 95% increase in participation. In 2017 we had 43 patrons participate in the Reading Challenge and in 2018, we h ad increased from 43 84 patrons participate.

Our 1st Annual Extreme Book Nerd year-long reading challenge began in February. So far, 19 patrons have accepted the challenge to read 32 book or more in just 46 weeks. We're very encouraged to such a positive reaction to a new challenge.

In February…

- The Greenbrook Action Plan: Unfortunately, neither Keeneyville Early Childhood Center nor Greenbrook Elementary ultimately took advantage of our winter reading club running offsite at their locations. However, we were invited to tell stories at the Keeneyville Early Childhood Center for their Valentine's Day party, and we will subsequently visit their facility March through May – quite a big win!
- With many thanks to the Maintenance Department, our easy reader shelves were relocated to the courtyard side of the department. Our lovely new stools arrived at the end of the month, and the puppet theater has been very popular already.
- The winter reading club officially ended on February 23. It was blissfully low-key, and yet we more than doubled our numbers: last year we had 48 participants, this year 121! The three raffle basket winners picked up their prizes by 1 PM on March 1st.
- Detailed planning for summer reading has begun in earnest, with class assignments being made and schedules being sorted out. A more formal department planning meeting is scheduled for mid-March.

Miss Lauren's Programs: Fig. 1: Messy Art Figs. 2 & 3: Storytime

Miss Vynette's Tween Programs: Fig. 1: Heart Art Fig. 2: Love Your Pet Fig. 3: Shadow Art

Miss Shannan's Programs: Figs. 1 & 2: Storytime Fig. 3: Candy, Hearts, Flowers, Oh My!

Winter Reading Challenge—Raffle Basket Winner!

Sonya Crawshaw Branch Library – Steven Zanfardino

- A designated area for public postings is a long overdue necessity for the Branch, and we finally got out spot. The initial plan was to use a bulletin board removed from the former GovDocs space but the only places that would fit required drilling holes in ceramic or aluminum framing, so it was decided to use acrylic sign holders instead. Twelve are currently set up and I may consider adding six more to accommodate the volume of postings the Branch receives.

- The Branch's movie license has been renewed and we are going to show children's movies on Thursdays immediate after preschool story time and on Sunday afternoons. Individually sealed snack sized bags of popcorn will be offered to viewers.

- Will H. mounted a stand near the TV in the Children's area and Brian O. relocated the DVD player from the server room onto the stand. This was done to simplify playing movies.

- To be in compliance with PCPLD's Security Surveillance Policy, I asked Graphics to create a sign to inform patrons the Branch is under video surveillance. The sign has been placed at the entrance.

- Lisa O. held a coloring contest and the two winners (grades 1-3 & 4-6) won a prize and all contestants have their artwork displayed in the library.

- On February 13th I joined other staff in attending the Village of Hanover Park Business After Hours Mardi Gras event to network and interact with those who serve our community.

- On February 20th I attended the Hanover Park Sister Cities Committee's Black History celebration held in Meeting Room 1. The Branch was gifted 3 children's books pertaining to African culture.

- Paddy Lynn's 'Color My World' was a hit among children.

Branch Photos

Winter Reading Challenge -- Branch

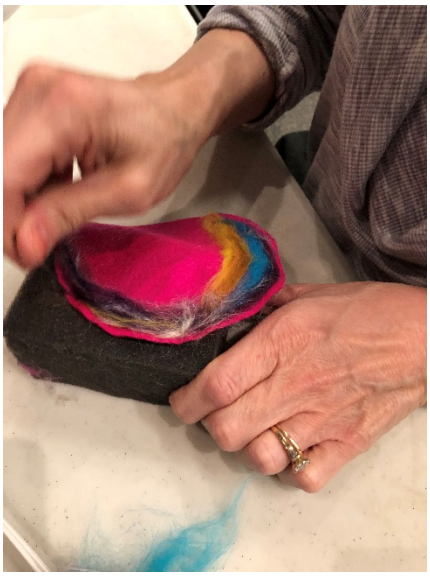
- 22 patrons signed up
- 16 adults
- 6 children
- 22,172 minutes were read
- About 40% of total minutes read were completed by a single patron!
- 83 prizes (Book Bucks and raffle tickets) were awarded

- **EASTER BUNNY/WOMAN'S CLUB BAKE SALE EVENT:** Planning for event in partnership with the Streamwood Park District being held on Saturday, March 24 from 11 am-1 pm in Meeting Rooms 1/2/3. Had very large turnout last year and we are expecting the same. Event schedule as follows:
  - 11 am / Egg Hunt in Rahlfs Woods
  - 11 am-1 pm Woman's Club Bake Sale in Meeting Room 1
  - 11:30 am-1 pm / Visit with Easter Bunny in Meeting Room 1
  - 11 am-1 pm / Library Card sign-up, Chamber of Commerce info table, and possibly Children's Department with coloring pages for kids in Meeting Rooms 2/3.
- **NEWSPAPER:** Submitted weekly "Connections" to Examiner. Submitted classes/programs to Daily Herald's events calendar (SpinGo), and Arts DuPage website calendar.
- **ADVERTISING:** Placed ad in Streamwood & Hanover Park Examiner for Family Concert Series: Tropical Sound Steel Drum Duo (see attached).
- **NEWSLETTER:** Finished Mar/Apr/May newsletter and sent to printer on Feb. 14th.

FAMILY CONCERT SERIES:
TROPICAL SOUND STEEL DRUM DUO
2/18/18

MARDI GRAS "FEASTIVAL"
WITH CHEF MICHAEL NIKSIC
2/20/18

INTRO TO FELTING
2/12/18



Public Relations / Adult Programming – Mary Hauserman

SPRING EPHEMIRALS (sponsored by Tri-Village Garden Club)
2/21/18

POPLAR CREEK PUBLIC LIBRARY DISTRICT

Main
1405 S. Park Avenue
Streamwood, IL 60107

Sonya Crawshaw Branch
4300 Audrey Lane
Hanover Park, IL 60133

Business Manager Report – March 2018
Sue Haisan

2/15 met with Debra – budget prep

2/21 Meeting with Tim from PMA, discuss proposed investment options, reviewed cash flow analysis reports

2/21 Product demo and discussion with John from Envision ware, point of sales options and other library products and solutions

2/22 Sue, Laurie and Francene attended training / review of Baker and Taylor 360 platform, material orders

2/22 Sue Webinar – Anti Harassment policies

2/26 Resolved an AT&T billing issue they overcharged us for services on our new 100mg fiber internet, we were being invoiced for another circuit that didn't belong to us disputed amount $4k.

2/27 phone meeting with rep from PayPal discussed our current platform and online credit card process and options for onsite credit card transactions and their product solutions

2/28 Laurie attended Copyright Webinar – available to all staff

3/1 met with Debra – budget prep

3/7 Sue, Laurie and Francene attended remote training – Polaris acquisitions (library materials ordering)

3/8 Sue – Staff policy committee meeting

Current: We've received the 1st half of our Cook county tax revenue for tax year 2017 $2.3 million.

We'll receive our tax extension estimates from Cook and DuPage counties this month and should know the new EAV for our district in April.

Technology Report
Brian Ormond
March 2018

Email Server Upgrade

The Library runs its own in-house email server. This server has been running since 2009 and has reached its end of life. We have budgeted for an email upgrade this year and I have submitted three quotes from the following companies: ITsavvy, Addison; Sikich, Naperville; and VirTek, Joliet with prices ranging from approximately $14,100 to $16,300.

The quotes are for the migration of the email and data stored on the Library's email server, which is physically located at the main library, into the Microsoft Office 365 cloud. There would no longer be a physical server located here at the Library and instead we would connect to the Microsoft cloud to use email. As a nonprofit organization we qualified for free licensing from Microsoft in partnership with TechSoup.org to use this email service.

Some benefits of this hosted email service by Microsoft are reliability and security. Our data will be stored in the United States in at least two locations for redundancy and load balancing. The closest locations are Chicago, IL and Des Moines, IA. In the last quarter of 2017 Microsoft's cloud worldwide uptime reached 99.99%. And for security and software updates, Microsoft will automatically patch and update its own servers that our data is stored on.

With the approval of the Library Board of Trustees we would begin work on this project in March and complete the migration in April for both the main and branch locations.

MAINTENANCE REPORT FEBRUARY 2018

SET UPS - 66

- Multiple room set ups – All
- Repair branch entrance doors – ABS
- Install maintenance pass through on new air handler –Jensen
- Reset AHU-3 low temp alarm
- Receive and unload salt shipment – Miguel
- Hang clocks – Miguel
- Paint trim in café – Miguel
- Change lamps various areas – All
- Replace light connectors on green mile – Miguel/Gabe
- Reset breaker feeding TS microwave – Gabe
- Repair leak on LL staff toilet – Gabe/Miguel
- Clean and open café – Bill
- Repair ice maker in staff lounge fridge – Miguel
- Repair towel dispenser LL – Miguel
- Shovel and salt – All
- Change soap dispenser in Children's rest room – Will
- Assemble cart for TS – Will
- Treat and check east storm pumps and pit – Bill
- Check and adjust temperature in Reference – Bill
- Relocate book shelves in Children's dept. – Will/Miguel
- Test panic buttons at branch – Will
- Assemble puppet show stage – Will
- Organize and clean maintenance shop – Miguel/Gabe
- Clean chairs in Children's area – Miguel/Gabe/Will
- PM/clean snow removal equipment – Bill
- Patch hole in café floor – Bill

- Set up computers in Room 3 – Miguel/Jesus
- Mop large spill on first floor – Jesus
- Organize and clean dock – Miguel/Jesus
- Cut keys to Studio for new IT employees – Bill
- Put out new scraper mats at building entrances – Bill
- Clean snow from emergency exits – Will
- Found drain valve leaking on VAV 46, tightened – Bill
- Assemble Little Tykes car – Will
- Change out light fixtures in Media – Gabe/Jesus
- Replace ceiling tile Room 2 – Will
- Break up debris in waste pit – Will
- Repair spud leak on 1st floor Women's handicapped toilet – Gabe/Miguel
- Replace ballast – Miguel/Gabe
- Work w/Schindler on staff elevator problem – Bill
- Bring filters to penthouse – Bill
- Install tack board – Will
- Put out new purple chairs in Teen area – Will
- Repair lock handle on LL study room 2 – Gabe
- Repair toilet spud leak in TS – Miguel
- Clean carpet in Children's – Miguel
- Clean up parking lots – Jesus
- Upgrade Studio lighting – Bill
- Assemble table for LL office – Will
- Recycle old books – Miguel/Gabe/Jesus
- Move large round table from Reference to Studio – Will/Gabe/Miguel
- Work on roof leaks – Bill/Metalmaster
- Modify DVD cases for storing headsets/cords – Bill
- Assist electrical contractors – Bill

- Install LED fixtures in Amoeba – Patrick Electric
- Paint stairway orange – Jesus
- Remove winter reading banners/displays – Will
- Assist with coffee machine install – Miguel
- Clean refrigerators – Will
- Move security mirror from Café to Studio – Will/Bill
- Isolate 1st floor water tank for replacement – Bill
- Prime “trees” in Children’s – Will
- Install door holders various doors – Bill
- Hang DVD shelf at branch – Will
- Paint columns and trees in Children’s – Gabe/Miguel

Circulation Statistics
February 2018

Circulation statistics

Main	Checkouts	16247
	Renewals	8489
	Total:	24736
Branch	Checkouts	1350
	Renewals	770
	Total:	2120
	Library Total:	26856

Item circulation by patron code

Main	Adult	18450
	Book Discussion	4
	Homebound	263
	LINK/Inn-Reach	267
	Institution/Busines	0
	Juvenile	4996
	Non-Resident	12
	Reciprocal Borrowe	388
	Teacher	356
	Total:	24736
Branch	Adult	1939
	Book discussion	0
	Homebound	0
	LINKin/Inn-Reach	39
	Institution/Busines	0
	Juvenile	139
	Non-Resident	0
	Reciprocal Borrowe	2
	Teacher	1
	Total:	2120

Daily Transactions

Main	Mondays	2315
	Tuesdays	2402
	Wednesdays	2645
	Thursdays	2842
	Fridays	1579
	Saturdays	2671
	Sundays	1879
	Total:	16333
Branch	Mondays	180
	Tuesdays	165
	Wednesdays	188
	Thursdays	265
	Fridays	98
	Saturdays	206
	Sundays	140
	Total:	1242
	Library total:	17575

Patron Cross Borrowing

Main to Branch	24156
Branch to Main	513

Interlibrary Loan requests

Sent to other libraries		
from:	Main	76
	Branch	1
Total:		77
Received from other libraries		
To:	Main	441
	Branch	88
Total:		529

Library Visits

Branch	1363
Main(Park Ave)	21137
Main (Library LN)	6839
Total Main Visits	22500
Total library visits	29339

Circulation by Collection Material Type Analysis

From 2/1/2018 To 2/28/2018

Collection	Material Type	Circ Count	Percentage
(None)	Book - Regular Loan	17	0.0633%
(None)	DVD	1	0.0037%
(None)	Interlibrary Loan	447	1.6644%
(None)	Internet Resource	1049	3.906%
(None)	<All>	1514	5.6374%

Collection	Material Type	Circ Count	Percentage
Adult Audiobooks	Audiobook on CD	242	0.9011%
Adult Audiobooks	New Book	1	0.0037%
Adult Audiobooks	<All>	243	0.9048%

Collection	Material Type	Circ Count	Percentage
Adult Biographies	Book - Regular Loan	65	0.242%
Adult Biographies	New Book	17	0.0633%
Adult Biographies	<All>	82	0.3053%

Collection	Material Type	Circ Count	Percentage
Adult Blu-rays	Blu-ray Disc	406	1.5117%
Adult Blu-rays	Blu-ray Disc - Local Patrons Only	210	0.7819%
Adult Blu-rays	New Blu-ray Disc	125	0.4654%
Adult Blu-rays	<All>	741	2.7591%

Collection	Material Type	Circ Count	Percentage
Adult CDs	CD	211	0.7856%
Adult CDs	<All>	211	0.7856%

Collection	Material Type	Circ Count	Percentage
Adult DVDs	DVD	1820	6.7768%
Adult DVDs	DVD - Local Patrons Only	294	1.0947%
Adult DVDs	New DVD	1173	4.3677%
Adult DVDs	<All>	3287	12.2393%

Collection	Material Type	Circ Count	Percentage
Adult ESL (English as a Second Language) Books	Book - Regular Loan	10	0.0372%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Adult ESL (English as a Second Language) Books	Book with CD	7	0.026%
Adult ESL (English as a Second Language) Books	<All>	17	0.0633%

Collection	Material Type	Circ Count	Percentage
Adult Genealogy	Book - Regular Loan	6	0.0223%
Adult Genealogy	<All>	6	0.0223%

Collection	Material Type	Circ Count	Percentage
Adult Genealogy Reference	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult General Fiction Books	Book - No Holds Allowed	1	0.0037%
Adult General Fiction Books	Book - Regular Loan	954	3.5522%
Adult General Fiction Books	Book - Short Loan	39	0.1452%
Adult General Fiction Books	Book with CD	2	0.0074%
Adult General Fiction Books	New Book	296	1.1021%
Adult General Fiction Books	<All>	1292	4.8108%

Collection	Material Type	Circ Count	Percentage
Adult Graphic Novels	Book - Regular Loan	49	0.1824%
Adult Graphic Novels	<All>	49	0.1824%

Collection	Material Type	Circ Count	Percentage
Adult Gujarati Fiction	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult Gujarati Nonfiction	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult Hindi Fiction	Book - Regular Loan	8	0.0297%
Adult Hindi Fiction	<All>	8	0.0297%

Collection	Material Type	Circ Count	Percentage
Adult Hindi Nonfiction	<All>	0	< 0.0001%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Adult Large Print Fiction	Book - Regular Loan	459	1.7091%
Adult Large Print Fiction	New Book	92	0.3425%
Adult Large Print Fiction	<All>	551	2.0516%

Collection	Material Type	Circ Count	Percentage
Adult Large Print Nonfiction	Book - Regular Loan	13	0.0484%
Adult Large Print Nonfiction	New Book	3	0.0111%
Adult Large Print Nonfiction	<All>	16	0.0595%

Collection	Material Type	Circ Count	Percentage
Adult Mystery Fiction Books	Book - Regular Loan	356	1.3255%
Adult Mystery Fiction Books	Book - Short Loan	27	0.1005%
Adult Mystery Fiction Books	New Book	123	0.4579%
Adult Mystery Fiction Books	<All>	506	1.8841%

Collection	Material Type	Circ Count	Percentage
Adult New Readers	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult Nonfiction Books	Book - Regular Loan	1516	5.6449%
Adult Nonfiction Books	Book - Short Loan	3	0.0111%
Adult Nonfiction Books	Book with CD	27	0.1005%
Adult Nonfiction Books	New Book	343	1.2771%
Adult Nonfiction Books	<All>	1889	7.0338%

Collection	Material Type	Circ Count	Percentage
Adult Oversized Books	Book with CD	1	0.0037%
Adult Oversized Books	<All>	1	0.0037%

Collection	Material Type	Circ Count	Percentage
Adult Periodicals	Periodical	200	0.7447%
Adult Periodicals	<All>	200	0.7447%

Collection	Material Type	Circ Count	Percentage
Adult Playaways	<All>	0	< 0.0001%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Adult Playstation Video Games	New Video Game	5	0.0186%
Adult Playstation Video Games	Video Game	57	0.2122%
Adult Playstation Video Games	<All>	62	0.2308%

Collection	Material Type	Circ Count	Percentage
Adult Polish Fiction	Book - Regular Loan	19	0.0707%
Adult Polish Fiction	<All>	19	0.0707%

Collection	Material Type	Circ Count	Percentage
Adult Polish Nonfiction	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult Reference	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult Romance Fiction Books	Book - Regular Loan	49	0.1824%
Adult Romance Fiction Books	New Book	73	0.2718%
Adult Romance Fiction Books	<All>	122	0.4542%

Collection	Material Type	Circ Count	Percentage
Adult Science Fiction Books	Book - Regular Loan	51	0.1899%
Adult Science Fiction Books	Book - Short Loan	1	0.0037%
Adult Science Fiction Books	New Book	10	0.0372%
Adult Science Fiction Books	<All>	62	0.2308%

Collection	Material Type	Circ Count	Percentage
Adult Spanish Fiction	Book - Regular Loan	74	0.2755%
Adult Spanish Fiction	<All>	74	0.2755%

Collection	Material Type	Circ Count	Percentage
Adult Spanish Nonfiction	Book - Regular Loan	70	0.2606%
Adult Spanish Nonfiction	<All>	70	0.2606%

Collection	Material Type	Circ Count	Percentage
Adult Switch Video Games	New Video Game	5	0.0186%
Adult Switch Video Games	Video Game	23	0.0856%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Adult Switch Video Games	<All>	28	0.1042%

Collection	Material Type	Circ Count	Percentage
Adult Urdu Fiction	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult Urdu Nonfiction	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Adult Vocational Guidance	Book - Regular Loan	170	0.633%
Adult Vocational Guidance	Book with CD	16	0.0595%
Adult Vocational Guidance	<All>	186	0.6925%

Collection	Material Type	Circ Count	Percentage
Adult Western Fiction Books	Book - Regular Loan	14	0.0521%
Adult Western Fiction Books	<All>	14	0.0521%

Collection	Material Type	Circ Count	Percentage
Adult Wii Video Games	Video Game	7	0.026%
Adult Wii Video Games	<All>	7	0.026%

Collection	Material Type	Circ Count	Percentage
Adult Xbox Video Games	Video Game	50	0.1861%
Adult Xbox Video Games	<All>	50	0.1861%

Collection	Material Type	Circ Count	Percentage
Book Discussion Group	Book - No Holds Allowed	4	0.0148%
Book Discussion Group	<All>	4	0.0148%

Collection	Material Type	Circ Count	Percentage
Citizenship Corner	Book - Regular Loan	4	0.0148%
Citizenship Corner	<All>	4	0.0148%

Collection	Material Type	Circ Count	Percentage
Equipment	Equipment	1	0.0037%
Equipment	Lock	1	0.0037%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Equipment	Portable Charger Device	61	0.2271%
Equipment	<All>	63	0.2345%

Collection	Material Type	Circ Count	Percentage
Government Documents	Book - Regular Loan	21	0.0781%
Government Documents	Flashcards	1	0.0037%
Government Documents	Periodical	1	0.0037%
Government Documents	Periodical - Short Loan	3	0.0111%
Government Documents	<All>	26	0.0968%

Collection	Material Type	Circ Count	Percentage
Government Documents IICLEs	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Government Documents Reference	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Juvenile Audiobooks	Audiobook on CD	25	0.093%
Juvenile Audiobooks	<All>	25	0.093%

Collection	Material Type	Circ Count	Percentage
Juvenile Battle of the Books	Book - Battle of the Books	99	0.3686%
Juvenile Battle of the Books	<All>	99	0.3686%

Collection	Material Type	Circ Count	Percentage
Juvenile Biographies	Book - Regular Loan	189	0.7037%
Juvenile Biographies	Book with CD	1	0.0037%
Juvenile Biographies	New Book	2	0.0074%
Juvenile Biographies	<All>	192	0.7149%

Collection	Material Type	Circ Count	Percentage
Juvenile Blu-rays	Juvenile Blu-ray Disc	145	0.5399%
Juvenile Blu-rays	<All>	145	0.5399%

Collection	Material Type	Circ Count	Percentage
Juvenile Board Books	Book - Regular Loan	369	1.3739%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Juvenile Board Books	New Book	18	0.067%
Juvenile Board Books	<All>	387	1.441%

Collection	Material Type	Circ Count	Percentage
Juvenile Board Games	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Juvenile CDs	CD	12	0.0446%
Juvenile CDs	<All>	12	0.0446%

Collection	Material Type	Circ Count	Percentage
Juvenile DS Video Games	Juvenile Video Game	60	0.2234%
Juvenile DS Video Games	<All>	60	0.2234%

Collection	Material Type	Circ Count	Percentage
Juvenile DVDs	Juvenile DVD	1702	6.3375%
Juvenile DVDs	New Juvenile DVD	12	0.0446%
Juvenile DVDs	<All>	1714	6.3821%

Collection	Material Type	Circ Count	Percentage
Juvenile Easy Readers	Book - Regular Loan	2148	7.9982%
Juvenile Easy Readers	New Book	8	0.0297%
Juvenile Easy Readers	<All>	2156	8.028%

Collection	Material Type	Circ Count	Percentage
Juvenile Fiction Books	Book - Regular Loan	2207	8.2179%
Juvenile Fiction Books	Book with CD	1	0.0037%
Juvenile Fiction Books	New Book	9	0.0335%
Juvenile Fiction Books	<All>	2217	8.2551%

Collection	Material Type	Circ Count	Percentage
Juvenile Fiction Series Books	Book - Regular Loan	144	0.5361%
Juvenile Fiction Series Books	New Book	12	0.0446%
Juvenile Fiction Series Books	<All>	156	0.5808%

Collection	Material Type	Circ Count	Percentage
Juvenile Flashcards	Flashcards	9	0.0335%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Juvenile Flashcards	<All>	9	0.0335%

Collection	Material Type	Circ Count	Percentage
Juvenile iPods	MP3 / Media Player	1	0.0037%
Juvenile iPods	<All>	1	0.0037%

Collection	Material Type	Circ Count	Percentage
Juvenile Kits	Kit	31	0.1154%
Juvenile Kits	<All>	31	0.1154%

Collection	Material Type	Circ Count	Percentage
Juvenile Nonfiction Series Books	Book - Regular Loan	7	0.026%
Juvenile Nonfiction Series Books	<All>	7	0.026%

Collection	Material Type	Circ Count	Percentage
Juvenile Nonfiction Books	Book - Regular Loan	2401	8.9402%
Juvenile Nonfiction Books	Book with CD	11	0.0409%
Juvenile Nonfiction Books	New Book	19	0.0707%
Juvenile Nonfiction Books	<All>	2431	9.0519%

Collection	Material Type	Circ Count	Percentage
Juvenile Periodicals	Periodical	20	0.0744%
Juvenile Periodicals	<All>	20	0.0744%

Collection	Material Type	Circ Count	Percentage
Juvenile Picture Books	Book - Regular Loan	2466	9.1823%
Juvenile Picture Books	New Book	24	0.0893%
Juvenile Picture Books	<All>	2490	9.2716%

Collection	Material Type	Circ Count	Percentage
Juvenile Picture Books with CDs	Book with CD	52	0.1936%
Juvenile Picture Books with CDs	<All>	52	0.1936%

Collection	Material Type	Circ Count	Percentage
Juvenile Playaway Views	Playaway View	4	0.0148%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Juvenile Playaway Views	<All>	4	0.0148%

Collection	Material Type	Circ Count	Percentage
Juvenile Playaways	Playaway	4	0.0148%
Juvenile Playaways	<All>	4	0.0148%

Collection	Material Type	Circ Count	Percentage
Juvenile Playstation Video Games	Juvenile Video Game	49	0.1824%
Juvenile Playstation Video Games	<All>	49	0.1824%

Collection	Material Type	Circ Count	Percentage
Juvenile Polish DVDs	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Juvenile Polish Fiction	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Juvenile Polish Nonfiction	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Juvenile Puppets	Puppet	16	0.0595%
Juvenile Puppets	<All>	16	0.0595%

Collection	Material Type	Circ Count	Percentage
Juvenile Puzzles	Puzzle	12	0.0446%
Juvenile Puzzles	<All>	12	0.0446%

Collection	Material Type	Circ Count	Percentage
Juvenile Reference	Reference Material	2	0.0074%
Juvenile Reference	<All>	2	0.0074%

Collection	Material Type	Circ Count	Percentage
Juvenile Spanish Board Books	Book - Regular Loan	32	0.1191%
Juvenile Spanish Board Books	<All>	32	0.1191%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Juvenile Spanish CDs	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Juvenile Spanish DVDs	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Juvenile Spanish Easy Readers	Book - Regular Loan	277	1.0314%
Juvenile Spanish Easy Readers	<All>	277	1.0314%

Collection	Material Type	Circ Count	Percentage
Juvenile Spanish Fiction	Book - Battle of the Books	3	0.0111%
Juvenile Spanish Fiction	Book - Regular Loan	180	0.6702%
Juvenile Spanish Fiction	Book with CD	17	0.0633%
Juvenile Spanish Fiction	<All>	200	0.7447%

Collection	Material Type	Circ Count	Percentage
Juvenile Spanish Nonfiction	Book - Regular Loan	772	2.8745%
Juvenile Spanish Nonfiction	<All>	772	2.8745%

Collection	Material Type	Circ Count	Percentage
Juvenile Spanish Picture Books	Book - Regular Loan	419	1.5601%
Juvenile Spanish Picture Books	Book - Short Loan	1	0.0037%
Juvenile Spanish Picture Books	Book with CD	1	0.0037%
Juvenile Spanish Picture Books	New Book	3	0.0111%
Juvenile Spanish Picture Books	<All>	424	1.5787%

Collection	Material Type	Circ Count	Percentage
Juvenile Switch Video Games	Juvenile Video Game	43	0.1601%
Juvenile Switch Video Games	Video Game	3	0.0111%
Juvenile Switch Video Games	<All>	46	0.1712%

Collection	Material Type	Circ Count	Percentage
Juvenile Tablets	Tablet Device	1	0.0037%
Juvenile Tablets	<All>	1	0.0037%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
Juvenile Wii Video Games	Juvenile Video Game	78	0.2904%
Juvenile Wii Video Games	<All>	78	0.2904%

Collection	Material Type	Circ Count	Percentage
Juvenile Xbox Video Games	Juvenile Video Game	14	0.0521%
Juvenile Xbox Video Games	<All>	14	0.0521%

Collection	Material Type	Circ Count	Percentage
Juvenile Young Authors Books	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Laptops	Computer Laptop	54	0.201%
Laptops	<All>	54	0.201%

Collection	Material Type	Circ Count	Percentage
Lynda.com Video Tutorials	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Parent/Teacher Collection	Book - Regular Loan	31	0.1154%
Parent/Teacher Collection	<All>	31	0.1154%

Collection	Material Type	Circ Count	Percentage
Tech Services Staff Collection	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
Unknown	Interlibrary Loan	10	0.0372%
Unknown	Juvenile Video Game	3	0.0111%
Unknown	<All>	13	0.0484%

Collection	Material Type	Circ Count	Percentage
YA Audiobooks	Audiobook on CD	4	0.0148%
YA Audiobooks	<All>	4	0.0148%

Collection	Material Type	Circ Count	Percentage
YA Award Books	Book - Regular Loan	13	0.0484%
YA Award Books	<All>	13	0.0484%

Circulation by Collection Material Type Analysis

Collection	Material Type	Circ Count	Percentage
YA Biographies	Book - Regular Loan	28	0.1042%
YA Biographies	New Book	12	0.0446%
YA Biographies	<All>	40	0.1489%

Collection	Material Type	Circ Count	Percentage
YA Board Games	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
YA Fiction Books	Book - Regular Loan	517	1.925%
YA Fiction Books	New Book	30	0.1117%
YA Fiction Books	<All>	547	2.0367%

Collection	Material Type	Circ Count	Percentage
YA Graphic Novels	Book - Regular Loan	379	1.4112%
YA Graphic Novels	New Book	3	0.0111%
YA Graphic Novels	<All>	382	1.4224%

Collection	Material Type	Circ Count	Percentage
YA HOSA (Future Health Professionals) Books	Book - Regular Loan	7	0.026%
YA HOSA (Future Health Professionals) Books	<All>	7	0.026%

Collection	Material Type	Circ Count	Percentage
YA Laptops	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
YA Nonfiction Books	Book - Regular Loan	127	0.4728%
YA Nonfiction Books	Book with CD	1	0.0037%
YA Nonfiction Books	CliffsNotes	1	0.0037%
YA Nonfiction Books	New Book	30	0.1117%
YA Nonfiction Books	<All>	159	0.592%

Collection	Material Type	Circ Count	Percentage
YA Oversized Books	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
YA Periodicals	Periodical	6	0.0223%

Circulation by Collection Material Type Analysis

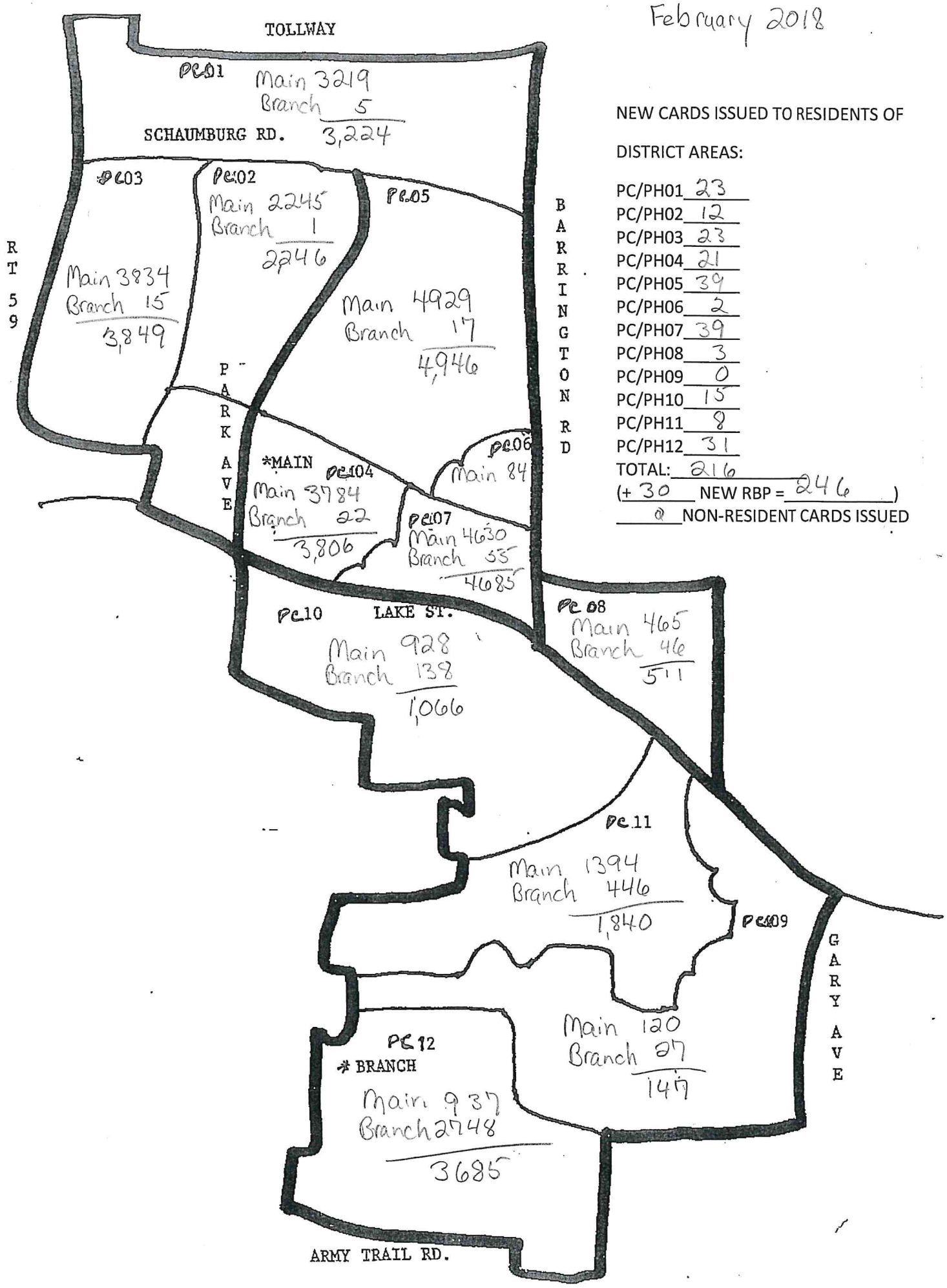
Collection	Material Type	Circ Count	Percentage
YA Periodicals	<All>	6	0.0223%

Collection	Material Type	Circ Count	Percentage
YA Spanish Collection	Book - Regular Loan	58	0.2159%
YA Spanish Collection	Book with CD	3	0.0111%
YA Spanish Collection	<All>	61	0.2271%

Collection	Material Type	Circ Count	Percentage
YA Tablets	<All>	0	< 0.0001%

Collection	Material Type	Circ Count	Percentage
<All>	<All>	26856	100%

February 2018



NEW CARDS ISSUED TO RESIDENTS OF DISTRICT AREAS:

PC/PH01 23
PC/PH02 12
PC/PH03 23
PC/PH04 21
PC/PH05 39
PC/PH06 2
PC/PH07 39
PC/PH08 3
PC/PH09 0
PC/PH10 15
PC/PH11 8
PC/PH12 31
TOTAL: 216
(+ 30 NEW RBP = 246)
@ NON-RESIDENT CARDS ISSUED

Inhouse Programs				
Date	Program Name	Staffed by	# of occurances	Total Attendance
	Popular Materials			
2/4/2018	Movies @ the Library: Despicable Me 3	Jill Berrrill	1	7
13-Feb	Drop-in Craft (Valentine's Mason Jar)	Mary-Megan Kalvig	1	22
2/12, 26	ESL Conversation Group	Lynn Donahue	2	2
19-Feb	Using Ancestry.com – Intermediate	Annette Bellino	1	2
2/1,14, 21	Book Club	Lynn Donahue	3	34
21-Feb	Cutting the Cord on Cable	Jill Berrill	1	15
27-Feb	Writing Group	Mary-Megan Kalvig	1	2
	Winter Reading Program			84
		Total:	**10**	**168**
	Teen Services Department			
5-Feb	Crafty Teens	Haley	1	4
13-Feb	TAB Meeting	Haley	1	12
14-Feb	Chess Club	Kyle/Haley	1	13
19-Feb	Create a quote of art	Tom (Christine Thornton – presenter)	1	6
19-Feb	DIY Foot Scrub	Haley	1	8
21-Feb	Book Talking Teens	Tom	1	0
22-Feb	Anime Club	Tom	1	10
	Winter Reading Program			24
		Total:	**7**	**77**
	Passive Teen Programming			5
	Gaming in Teen Room			302
	Children's Services Dept			
Feb. 2018	Baby Storytime	Shannan	4	81
"	Toddle into Reading	Shannan	7	90
"	Preschool Storytime	Lauren	7	246
"	Family Storytime	Lauren	4	95
"	Historias	Hilda	4	32
"	Eugenia's Historias	Eugenia	2	22
"	Paws & Read	Diane	3	17
"	Drop-in Messy Art	Lauren	2	63
"	Battle of the Books	Diane & Hilda	7	529

1-Feb	Tween Makers: Shadow Art	Vynette	1	7
6-Feb	Tween Makers: Heart Art	Vynette	1	10
10-Feb	Querido Valentin	Hilda	1	4
12-Feb	Yoga for Little Bunnies	Lauren	1	16
12-Feb	Girl Scouts	Shannan	1	3
13-Feb	Tweens: Valentine's Party	Vynette	1	13
14-Feb	Cupid's Cuties	Shannan	1	34
14-Feb	Flowers, Candy, Hearts…	Shannan	1	15
17-Feb	Little Builders	Shannan	1	24
20-Feb	Tween Makers: Love Your Pet	Vynette	1	11
22-Feb	Name Wall Art	Shannan	1	9
	Winter Reading Program			121
		Total:	**51**	**1442**
	Branch Winter Reading Challenge			22
	Branch			
Feb 1, 8, 22	Preschool Storytime	Lisa S.	3	15
2/6/2018	Drop-In Craft	Lisa S.	1	6
2/7/2018	Internet 101	Blanca S.	1	0
2/13/2018	Paws & Read	Lisa S.	1	15
2/20/2018	Paddy Lynn Program	Lisa S.	1	15
2/27/2018	Family Storytime	Lisa S.	1	14
		Total:	8	65
	PR Department Programs			
2/12/2018	Intro to Felting	Mary Hauserman	1	19
2/13, 17/201	Pins & Needles	Annette Bellino	2	27
2/18/2018	Family Concert Series: Tropical Sound Steel Drum Duo	Mary Hauserman & volunteer	1	50
2/20/2018	Mardi Gras "Feastival" with Chef Michael Niksic	Mary Hauserman	1	29
2/21/2018	Movies, Munchies & More: Heroes on the Air	Annette Bellino	1	9
2/21/2018	Gardeners Corner: Spring Emphemirals (sponsored by Tri-Village Garden Club)	Mary Hauserman	1	32
2/26/2018	Picasso @ PCPL "Winter Landscape"	Mary Hauserman	1	24
		Total:	8	190

2/14/2018	Proctoring	Bridget Kerans	**1**	**1**
	Reference Services			
2/6/2018	One-on-one tutorial	Vadim Seyfer	2	2
2/6/2018	LinkedIn Beginner class	Deborah Andrew	1	-
2/19/2018	Federal Income Taxes for Your Business	Deborah Andrew	1	3
		TOTALS	**5**	**3**
Outreach Programs				
Date	Program Name/Location	Staffed by	# of occurances	Total Attendance
	Popular Materials			
2/5/2018	Lexington Healthcare	Michaelle Stewart	1	6
2/8/2018	Senior Center Book Discussion	Michaelle Stewart	1	8
		Total:	**2**	**14**
	Children's Services			
	Pre-K Outreach	Hilda, Julie	2	75
	Elementary School Outreach	Lisa, Hilda, Jennifer, Vynette	23	850
	Institution collections		12	
		Total:	**37**	**925**
			# of patrons served	# of items delivered
2/6/2018	Homebound	Michaelle Stewart/Annette Bellino	13	14
2/13/2018	Homebound	Michaelle Stewart/Annette Bellino	11	16
2/20/2018	Homebound	Michaelle Stewart/Annette Bellino	14	32
2/27/2018	Homebound	Michaelle Stewart/Annette Bellino	11	25
		TOTALS		

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
8-Feb	webinar --FMLA Employer requirements	Sue H.	1
13-Feb	webinar -- Disclosure requirements SPD	Sue H.	1.5
2/22/2018	webinar -- Harassment policies	Sue H.	1.5
2/22/2018	Baker and Taylor 360 online ordering	Sue H., Francene, Debra, Kristine, Laurie **1.5 each**	**7.5**
28-Feb	Understanding and Defending Copyright in your Library Part 1 -- ALA Webinar	Debra, Kristine, Deb M, Magali, Laurie, Mary H 1.5 each	8.5
27-Feb	"Dealing with Angry Customer Behaviors" webinar	Deb M.	1.25
23-Feb	Developing Tech Training for your Library	Kris Kenney, Gail Borden Laconi Workshop	3
2/7/2018	M.A. Sponsored HR Roundtable	Ron Palatine PL	3
2/8/2018	Webinar -- Understanding FMLA/BASIC	Ron	1
2/15/2018	Rails Stream -- Coaching Employees for Success	Ron/Cherry Valley PLD	3
22-Feb	Webinar -- Sexual Harassment in the Workplace: Addressing and Eliminating	Ron	1
6-Feb	Mango Language-Spanish	Magali Wyman	0.5
		TOTALS	**32.75**

Branch

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
2/13/2018	**Problem Solving and Troubleshooting**	Sue F. @ Lynda.com	0.5
2/22/18	B&T Training	Steven @ Main	1.25
28-Feb	Understanding and Defending Copyright in your Library Part 1 -- ALA	Steven @ Main	1.5
		TOTALS	3.25

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
2/22/2018	**Baker & Taylor Training**	Cassidy Fontana, Peggy Maiken / Boardroom 1.5 each	3
2/28/2018	Understanding and Defending Copyright in your Library Part 1 -- ALA Webinar	Peggy	1.5
		TOTALS	**4.5**

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
2/1/2018	Cengage Legal Forms webinar	Deborah Andrew/PCPL	0.5
22-Feb	Baker & Taylor online ordering class	Bridget Kerans, Kathleen Ryczek, Kevin Brown, Scott Casper/PCPL	1.5
23-Feb	LACONI: Developing Tech Training for your Library	Vadim Seyfer/Gail Borden Public Library	3
28-Feb	Webinar: Understanding and Defending Copyright in Your Library	Vadim Seyfer/PCPL	0.5
		TOTALS	5.5

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
28-Feb	Understanding and Defending Copyright in your Library Part 1 -- ALA Webinar	Jill	0.5
		TOTALS	0.5

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
		TOTALS	

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
7-Feb	**Lincoln Story League**	Lauren	3
7-Feb	"Dealing with Angry Customer Behaviors" webinar	Lisa	1
22-Feb	B&T Training	Elizabeth 1.5 hrs	1.5
2/28/2018	Understanding and Defending Copyright in your Library Part 1 -- ALA Webinar	Lisa & Elizabeth 1.5x2=3 hrs	3
		TOTALS	8.5

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
28-Feb	Understanding and Defending Copyright in your Library Part 1 -- ALA Webinar	Brian	1.5
		TOTALS	

Monthly Training Record -- February 2018			
Date	Training Type and Title	Attended/Viewed by	Length of training
		TOTALS	